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ABSTRACT

This training manual is intended for higher education institutions that process Federal Pell Grants under a new system called the recipient financial management system (RFMS). The RFMS system is part of the electronic data exchange process which allows schools to send and receive Title IV student financial aid application data to and from the Department of Education. The manual is organized in six units: Unit 1 is an overview and introduction to the RFMS system. Unit 2 covers origination and explains how to enter, export, and import data both manually and electronically. Unit 3 covers disbursement and provides lessons in handling multiple reporting records; creating, exporting and importing disbursement records; and creating special disbursement records. Unit 4 covers funding, and Unit 5 covers requesting data. Unit 6 is a review lesson on applying what has been learned. The three appendixes include charts of record layouts, a glossary, and answers to exercises. (CH)

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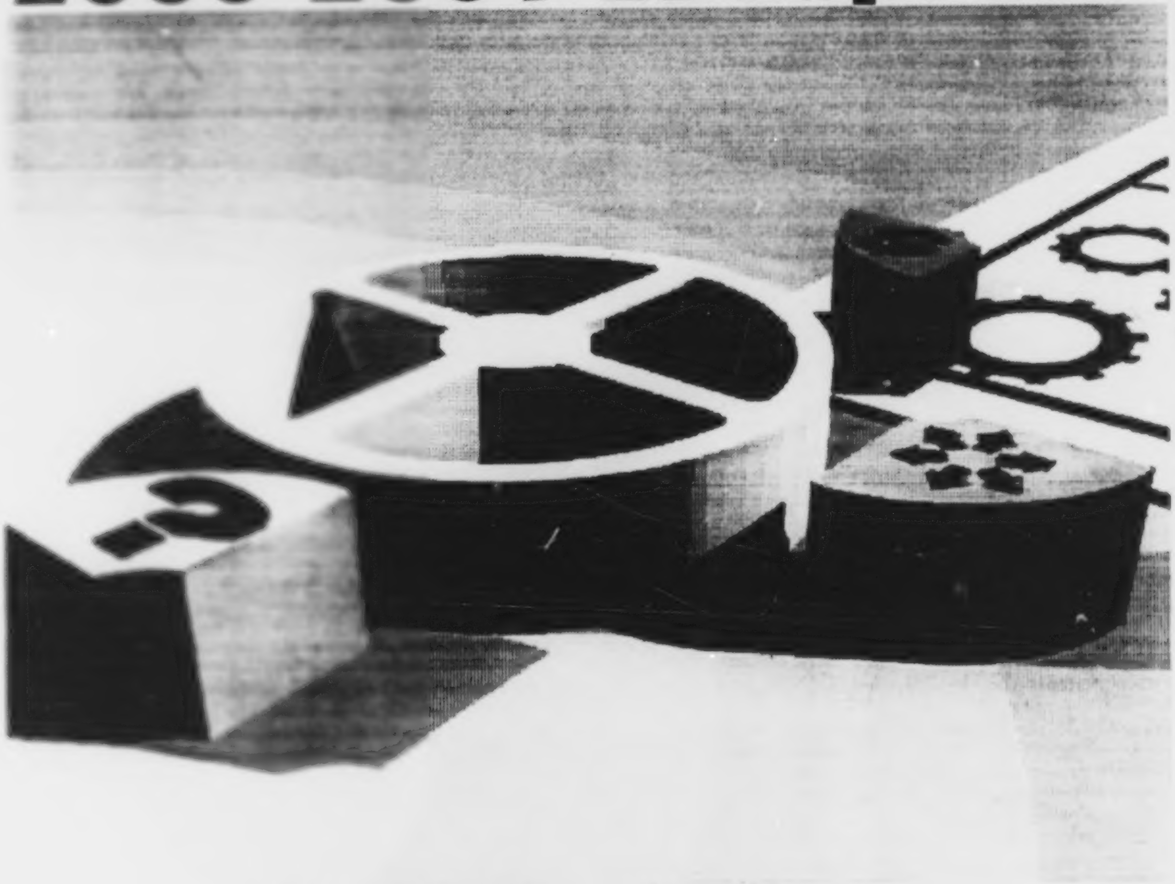
ED 442 432

2000-2001 EDExpress



Pell Training

HE 033 020

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STUDENT FINANCIAL ASSISTANCE
Training Satisfaction Survey

Thank you for taking a moment to answer the following questions. We will use this to evaluate and improve our training and materials. Any information you provide is confidential.

Course ______________________________ Date __________

Location ______________________________

Trainer name(s) ______________________________

Your type of institution: ☐ Public ☐ Private ☐ Proprietary
☐ Undergraduate/Graduate ☐ Clock Hour/Credit Hour

Length of time in financial aid related responsibilities: (years/months) __________

Please complete the following statements using the scale below:

1 = Unacceptable
2 = Poor/less than acceptable
3 = Moderate/Acceptable
4 = Good/More than acceptable
5 = Outstanding/Much more than acceptable
N/A = Not applicable/Unknown/No Comment

GENERAL

1. How well did this training meet your needs for improving your student aid operations?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

2. How well did this training meet the overall objectives stated at the beginning of the course?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

3. How well did the training announcement describe this training?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

TRAINING MATERIALS

4. How helpful were the case studies, charts and other graphic illustrations?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

5. Our goal is to provide accurate, clear and organized materials. How do you rate our materials?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

PRESENTATION

6. Please rate the presentation and/or slide show for clarity and accuracy.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

7. Was enough time devoted to trainee questions and exercises?

☐ Yes ☐ No

8. What suggestions do you have to improve the trainers' presentation?

TRAINING LOGISTICS AND MISCELLANEOUS

9. What additional training would you like us to provide?

10. What comments do you have about the workshop's location and training room?

ADDITIONAL COMMENTS AND SUGGESTIONS

You can now provide your comments on this or any other training session on our Training Information page at www.ed.gov/offices/OPE/announce/trng/ or by sending us an e-mail at **SFA_Training@ed.gov**

Pell Training
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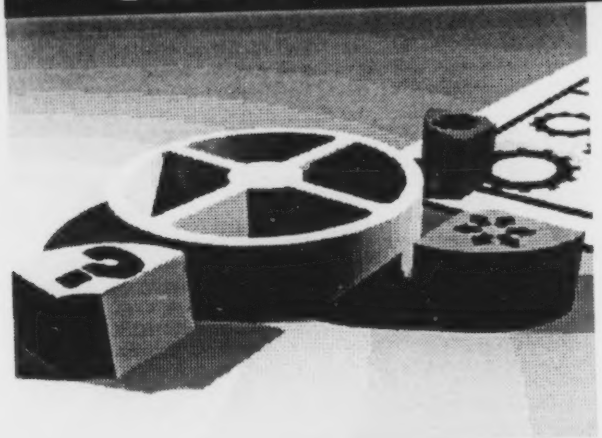
Unit 1



RFMS Overview

This introductory unit contains two lessons. The first lesson provides an overview of the Recipient Financial Management System. Details on how to use EDExpress to set up institutions are presented in Lesson 2.

[Slide 1-3]

Lesson 1 - Introduction to RFMS

Objectives

At the end of this lesson, you should be able to:

1. Understand the RFMS process.
2. Learn about good practices for setting up and implementing RFMS at your school.
3. Know available resources.

[Slide 1-4]

7

What is RFMS?

In the summer of 1999, the Department of Education (ED) implemented a new system to track Pell Grants called the Recipient Financial Management System, or RFMS. Offering newer technology and more efficient data tools, this system replaces the old Pell Grant Recipient Financial Management System, or PGRFMS. The new system:

- Takes advantage of the significant improvements to hardware and software made by schools in recent years (For more information, refer to Dear Colleague Letter GEN 97-11)
- Includes many features that members of the financial aid community requested, based on their experience with the old system
- Conforms to ED's long-term vision for its student aid delivery system
- Moves the federal student aid programs closer toward common Title IV processes, records, and data standards

The most important elements of RFMS are the data records and the underlying business process. Under RFMS, all institutions must submit an origination record and one or more disbursement records for each student who receives a Federal Pell Grant. Origination and disbursement records contain crucial information, such as data related to a student's eligibility for a Pell Grant and to his or her award amount and disbursement schedule. Under the new system the school must send both records for each student.

Using these records, RFMS interfaces with the Grant Administration and Payment System (GAPS) to distribute Pell Grant funds to institutions. Most schools use the Advanced Funding method to receive their program funds. Some schools use the Just-in-Time Payment method. These funding methods will be discussed in more detail in Unit 4.

[Slide 1-5]

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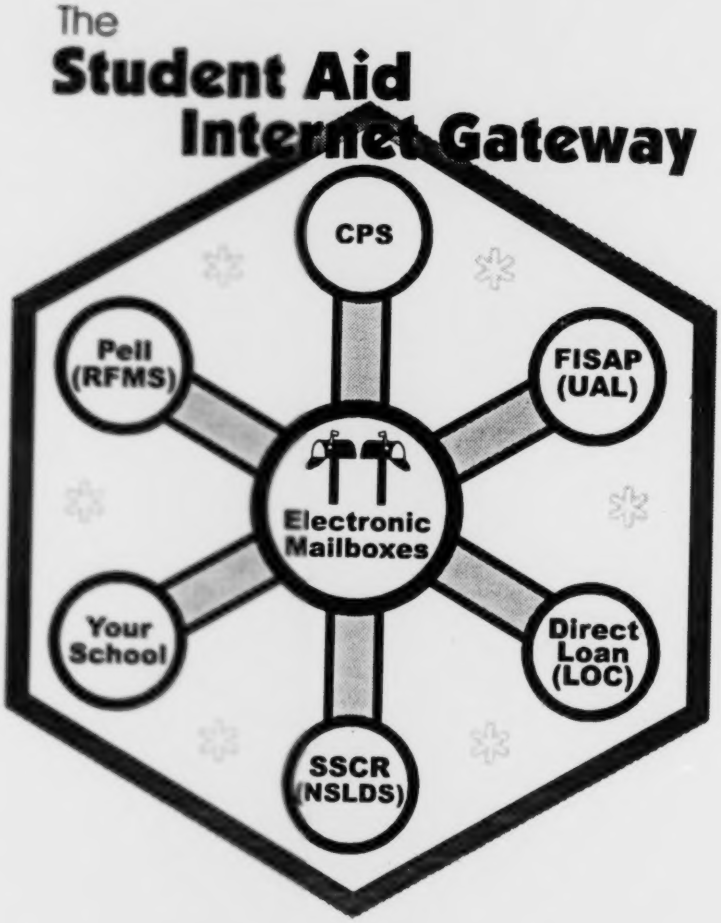
The 6-Step EDE Process

RFMS is designed for Electronic Data Exchange (EDE). Using EDE, schools can send and receive Title IV student financial aid application data to and from the U.S. Department of Education's (ED's) data processors. Participants in EDE use the Student Aid Internet Gateway (SAIG) to exchange data with ED's data processing service providers.

As an EDE participant, you transmit data to the SAIG, where it is stored in a network mailbox. Each of the data processing providers, such as RFMS, retrieve data from the mailboxes daily. Once the records are processed, they are placed back in the mailbox for you to retrieve.

[Slide 1-6]


The
Student Aid
Internet Gateway
CPS
Pell (RFMS)
FISAP (UAL)
Electronic Mailboxes
Your School
Direct Loan (LOC)
SSCR (NSLDS)

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RFMS is data-driven. Schools use the Pell module of EDExpress or another software product to enter data, submit records, request reports, and manage their Pell Grant data. Regardless of whether your school uses EDExpress or other software, the process is based on EDE. The EDE process can be divided into the following six steps:

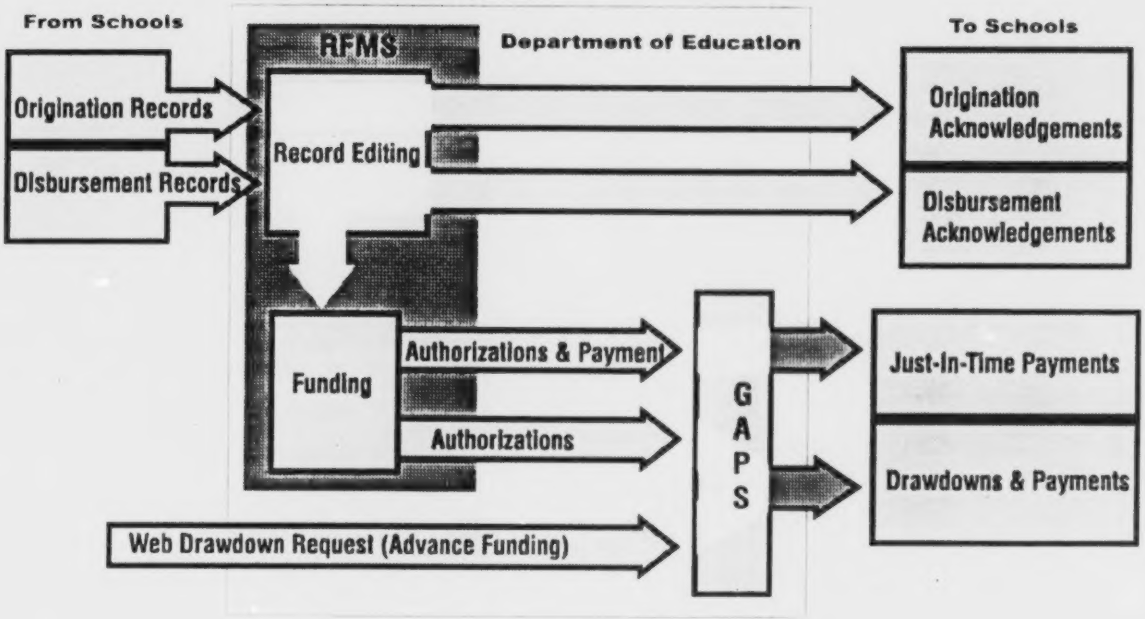
1. **Enter Data**—Creating and saving any type of record using the EDExpress software or your own data entry software.
2. **Export Data**—Creating a batch of records using either EDExpress or other software.
3. **Transmit Data**—Using Edconn 32 or other transmission software to access the SAIG and send the data to a mailbox.
4. **Process Data**—The appropriate data provider processes the data and the processed information is returned to your mailbox.
5. **Receive Data**—Using Edconn 32 or other transmission software to send an electronic request to the SAIG to receive processed data.
6. **Import Data**—Importing records stored in batches on your PC into EDExpress or your own software package.

[Slide 1-7]

RFMS Data Flow

The driving forces of RFMS are origination and disbursement records. Here, we can see an overview of the RFMS process and how the data flows.

RFMS Funding Process


From Schools
Origination Records
Disbursement Records
RFMS
Department of Education
Record Editing
Funding
Authorizations & Payment
Authorizations
Web Drawdown Request (Advance Funding)
G A P S
To Schools
Origination Acknowledgements
Disbursement Acknowledgements
Just-In-Time Payments
Drawdowns & Payments

[Slide 1-8]

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Let's briefly walk through the RFMS process. It will be covered in much more detail in later sessions.

1. First, you submit an origination record to RFMS for each potential Federal Pell Grant recipient. This origination record is used to verify student eligibility. It contains an estimated award amount and expected disbursement dates. The origination record can be sent as early as the spring before the award year for each Federal Pell Grant eligible student.
2. RFMS edits the origination records to verify that the student is eligible for a Federal Pell Grant and that you've calculated the correct award amount.
3. Within hours, you receive an acknowledgement record for each origination record you sent. The acknowledgement tells you whether the record was accepted or rejected. It also indicates whether the system made corrections to the data.
4. You must transmit a disbursement record for each Pell Grant disbursement you make within 30 days of the disbursement. The disbursement record is short and simple; it reports the actual disbursement amount and date of disbursement. An accepted origination record must be on file in order for the disbursement record to be accepted. You also have the option of sending the first disbursement record at the same time as you send in the origination record.
5. RFMS edits the disbursement records and returns an acknowledgement record to you, just as it does for submitted origination records.

RFMS offers schools various data reports that allow you to better manage the Pell Grant program at your institution. For example, when two separate institutions submit disbursement records for the same student, each school will automatically receive a Multiple Reporting Record (MRR), which will give you the information necessary to reconcile the situation and prevent potential overawards. You can also check to see what other institutions might have submitted an origination record for a student who has applied for a Pell Grant at your school. In addition, the Electronic Statement of Account and the Year-to-Date reports allow you to effectively manage your Pell data.

Most schools will continue to receive funds using Advance funding. Under this method, an institution receives an initial authorization amount from which it may draw down funds from GAPS. RFMS continues to adjust the initial authorization amount during the award year **based on the disbursement records transmitted by the school**.

A small number of schools have been using the Just-In-Time payment method, which was available for the first time in the 1999-2000 award year. This payment method, under which a school does not receive an initial authorization, will be discussed in more detail in Unit 4.

Implementation Planning

RFMS was first introduced in the 1999-2000 award year. Now that you have had some experience with the new system, you and your colleagues in the financial aid office should think about how you can use information available from RFMS to your greatest advantage.

While we have really only discussed disbursement and origination records here, additional reports are available from RFMS that make the business of managing your Pell Grants easier. Multiple Reporting Records, Electronic Statements of Account, and Year-to-Date statements are examples of such reports. In addition, RFMS processes your data much faster than PGRFMS did. This likely makes aid administration easier. As we learn more about the details of the system today, think about how you can use RFMS to improve your school's aid processes.

RFMS requires you to submit data differently than under PGRFMS, and if you are still integrating the new process into your financial aid office, you may want to consider how you processed Pell Grants in the past and how to continue changing your processes to take advantage of the new system.

Processing Procedures

Ask yourself how your school handled major Federal Pell Grant reporting functions under PGRFMS, such as

- Reporting Federal Pell Grant payment records to ED
- Handling closeout, including receiving and reviewing the Student Payment Summary
- Dealing with overpayments

Also, consider what changes have been required in your processing procedures over the last year, such as how your school

- Creates and submits origination and disbursement records
- Uses the Multiple Reporting Record
- Uses the Year-to-Date record

As your office implements RFMS, you might consider developing a written processing schedule describing when you submit each of the various records to RFMS. Also, you should determine whether RFMS affects your policy and procedures manual(s).

[Slide 1-9]

Computer System

You should also determine how RFMS might change your computer needs by asking these questions

- Do you currently use EDExpress?
- Might EDExpress be used in conjunction with school or servicer software?
- Will you use EDExpress to handle RFMS requirements?
- If not, how will you ensure that modifications are made to your systems to accommodate RFMS requirements?

Staffing

You should consider how RFMS might affect office staffing The answers to these questions may offer some guidance

- How has RFMS affected the workload in your office?
- Has the change in processes left staff responsibilities unclear?
- What are your office training needs?
- How might the new system affect institutional staff outside of financial aid?

Communication/Coordination

The Federal Pell Grant program is very important to all participating institutions You should consider the affect of RFMS on other offices at your schools Consider the following questions

- How does RFMS affect the business office?
- Have other offices been affected, or need to know about the changes you have made so far or may make this year?
- Should students be informed of the changes in the system?

Resources

Where can you learn more about RFMS, or ask for help if you have a question?

The chart on the following page lists the available resources

[Slide 1-10]

RFMS/EDExpress Resources

Help Desks		
1 Federal Pell Grant Hotline	1 Questions about RFMS	1-800-474-7268
2. CPS Customer Service	2 Questions about installing and using EDExpress	800/330-5947 cps@ncs.com
ListServe		
● SFATech	Questions for your peers and the US Department of Education about RFMS and EDExpress	Subscribe at www.ed.gov/offices/OSFAP/sfatech
Paper Resources		
1 2000-2001 EDExpress Pell Desk Reference	1 Step-by-step instructions for using Pell EDExpress	Distributed with version 6.2 of EDExpress
2 2000-2001 Pell Grant/RFMS Technical Reference	2 Record layouts and instructions for programmers developing an interface to RFMS	Download from www.sfadownload.ed.gov
3 Changes to RFMS processing for 2000-2001	3 Description of most significant RFMS processing changes for 2000-2001- February 29, 2000	www.sfap.ed.gov Select Current SFA Publications, then Pell Grant (RFMS) Process
4 Action Letter #8 January 2000	4 Description of MRRs and the data request process	www.sfap.ed.gov Select Current SFA Publications, then Pell Grant (RFMS) Process

Lesson 1 - Exercise

Now let's try an exercise to see how much you've learned about the RFMS process.

Double click the icon on your desktop called "2000 EDExpress Training - Pell Puzzle." Follow the directions. You'll come to a screen with out-of-order pieces of the RFMS diagram we saw earlier. Your goal is to create a logical flow chart of the process by using your mouse to drag and drop the pieces of the puzzle. If you make a mistake, the puzzle piece returns to its starting position. If you are correct, the puzzle piece stays in place in its new position. Take a few minutes to work on this, and have fun!

[Slide 1-11]

Lesson 2 - EDExpress Setup

Objectives

At the end of this lesson, you should be able to

1. Understand how to use EDExpress to set up a Pell institution for a reporting campus
2. Understand how to use EDExpress to set up a Pell institution for an attending campus
3. Define the various terms used for processing Pell Grant data

[Slide 1-12]

Entering EDExpress

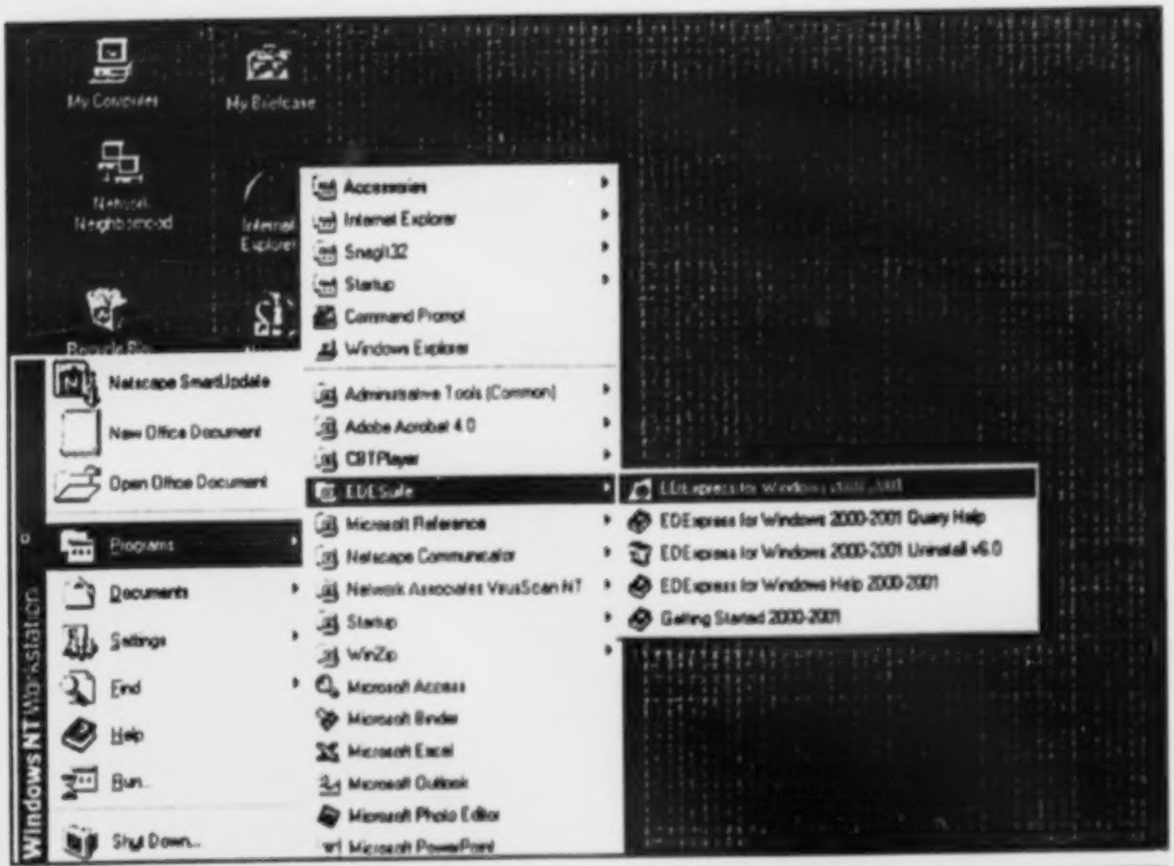
When you install EDExpress for Windows, icons are created for the main software, Query Help, Uninstall, Windows Help, and Getting Started. In Windows 95, Windows NT, and Windows 98, you can open the software from a program folder or shortcut.

To open the EDExpress software, click ***Start***

Select ***Programs***

Select ***EDESuite***

Click ***EDExpress for Windows 2000-2001***


My Computer
My Briefcase
Network Neighborhood
Internet Explorer
Recycle Bin
Accessories
Internet Explorer
SnagIt32
Startup
Command Prompt
Windows Explorer
Administrative Tools (Common)
Adobe Acrobat 4.0
CBTPlayer
EDESuite
Microsoft Reference
Netscape Communicator
Network Associates VirusScan NT
Startup
WinZip
Microsoft Access
Microsoft Binder
Microsoft Excel
Microsoft Outlook
Microsoft Photo Editor
Microsoft PowerPoint
EDExpress for Windows 2000-2001
EDExpress for Windows 2000-2001 Query Help
EDExpress for Windows 2000-2001 Uninstall v6.0
EDExpress for Windows Help 2000-2001
Getting Started 2000-2001
Netscape SmartUpdate
New Office Document
Open Office Document
Programs
Documents
Settings
Find
Help
Run...
Shut Down...
Windows NT Workstation

Logging Into EDExpress

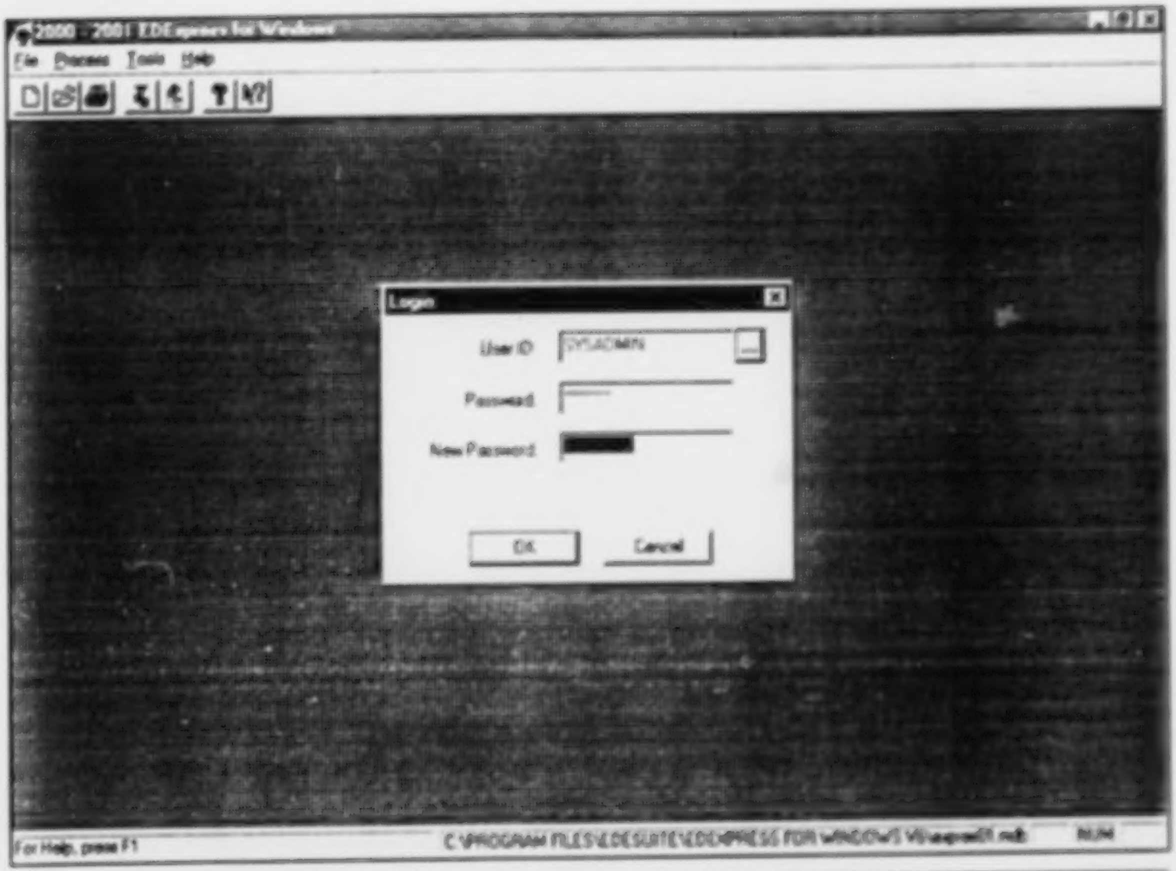
*Type **SYSADMIN** in the user ID field*

*Type **pell2000** in the Password field*

*Click **OK***

When you enter EDExpress for the first time, the default user ID and password is SYSADMIN. EDExpress then prompts you to change the default password by creating a new password. Within Setup, you can then establish additional passwords for your staff.

For this training, we have already set up pell2000 as the password.



User ID: SYSADMIN

2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Login
Password
New Password
OK
Cancel
For Help, press F1
NUM

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Pell Institution Setup

Before you can add Federal Pell Grant records, you must first enter information about your school in EDExpress. Depending on the method you use to participate in the Federal Pell Grant Program, you need to provide information about your school and any corresponding branch campuses.

Each student Federal Pell Grant record that you add to EDExpress is identified by both a *reporting* and an *attended* school code. When you enter information about your school you have the option of entering default data such as cost of attendance and enrollment status. This default data is added automatically to every student record, so you don't have to enter it manually. However, if necessary, you can change default data on a student's record.

Reporting Campus

The reporting campus is the Federal Pell Grant funded institution. You can enter any number of reporting campus default records and as many as ten attended campus default records for each reporting campus. The system saves these only as default values, and you can replace them, as needed, in the data entry screens.

You must create a default institution before you can perform many of the software functions. You can enter as many as ten cost of attendance amounts for each campus.

Attended Campus

For independent campuses, this is the same as the reporting campus. For central administrative campuses and offices reporting for branch campuses with a unique Pell institution number, the attended campus is the campus the student actually attends.

The attended campus ID must be a valid Pell institution number for a campus or location eligible to participate in the Federal Pell Grant Program, as shown on your current Program Participation Agreement for the Federal Student Financial Assistance Programs.

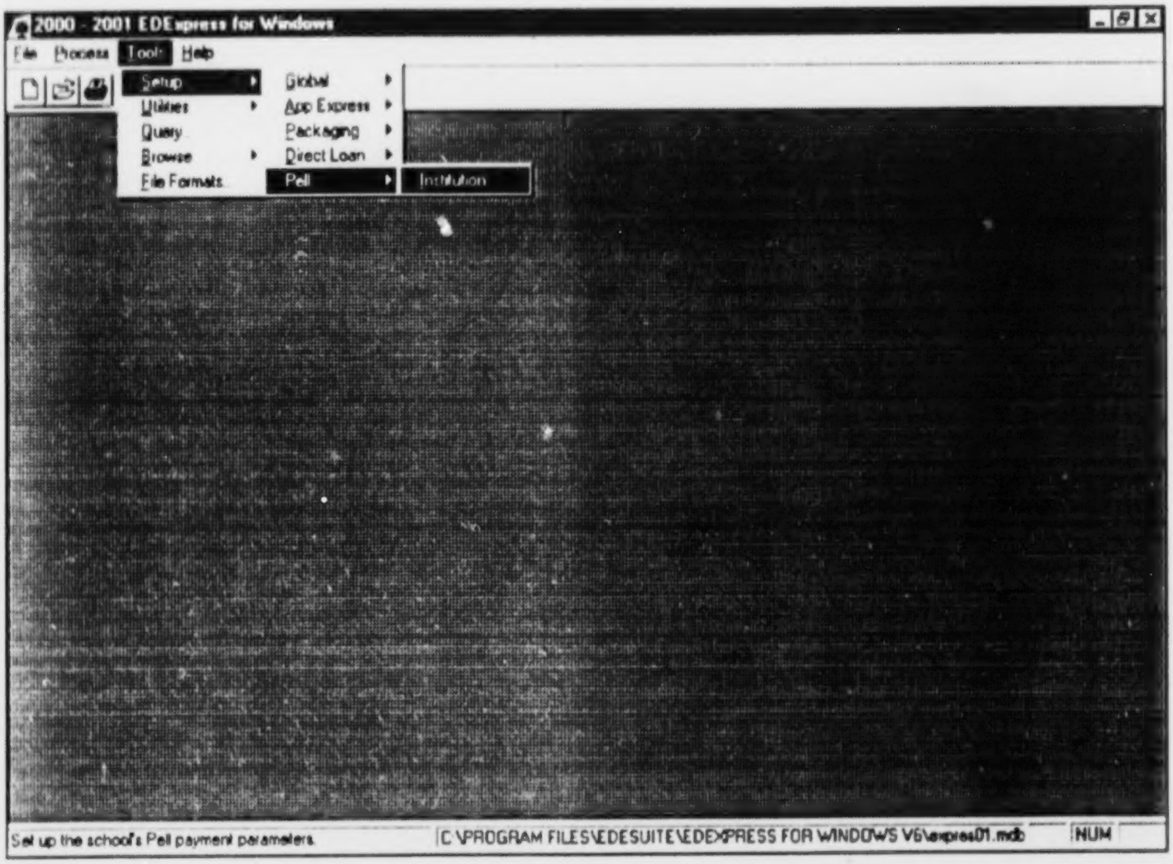
Reporting Campus Setup

To add a Pell institution to EDExpress, select ***Tools*** *from the menu bar*

Click ***Setup/Pell/Institution***

We will now add a reporting campus to EDExpress. During the demonstration, we will discuss the fields used in the setup process. After we describe the process, you will complete the actual setup for the reporting campus. In this example, we will assume that our school uses two disbursements, and that all students will be enrolled full time and use Pell formula 1. We will also assume that the attended campus is the same as the reporting campus.

Reminder: *Any values you establish in Setup only help minimize data entry in each record. They can be modified in the student's record at any time.*

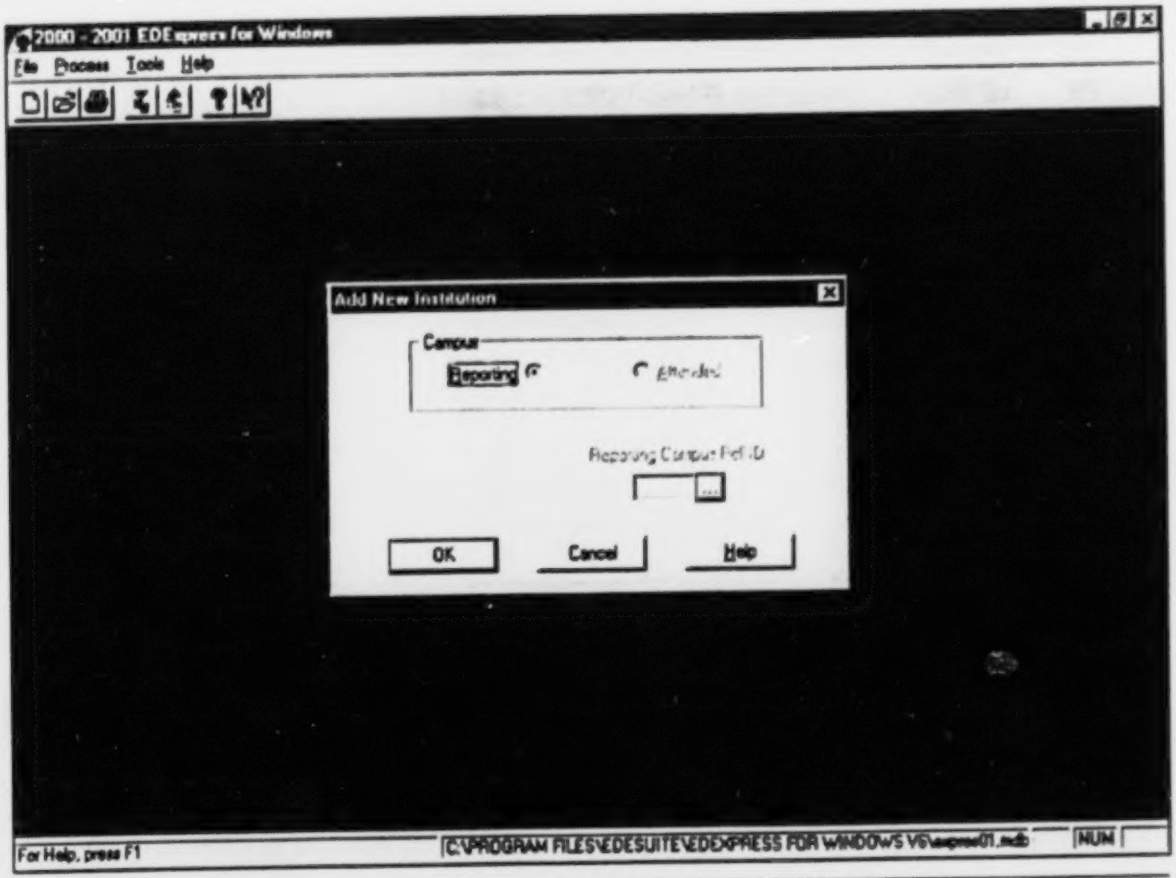

2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Setup
Utilities
Query
Browse
File Formats
Global
App Express
Packaging
Direct Loan
Pell
Institution
NUM

Set up the school's Pell payment parameters.

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

The first step is to identify the campus as reporting or attended. Since this is a first record, it will be a reporting campus.

*Reporting campus is the default selection, so click **OK** to continue.*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Add New Institution
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Campus
● Reporting ○ Attended

Reporting Campus Pell ID

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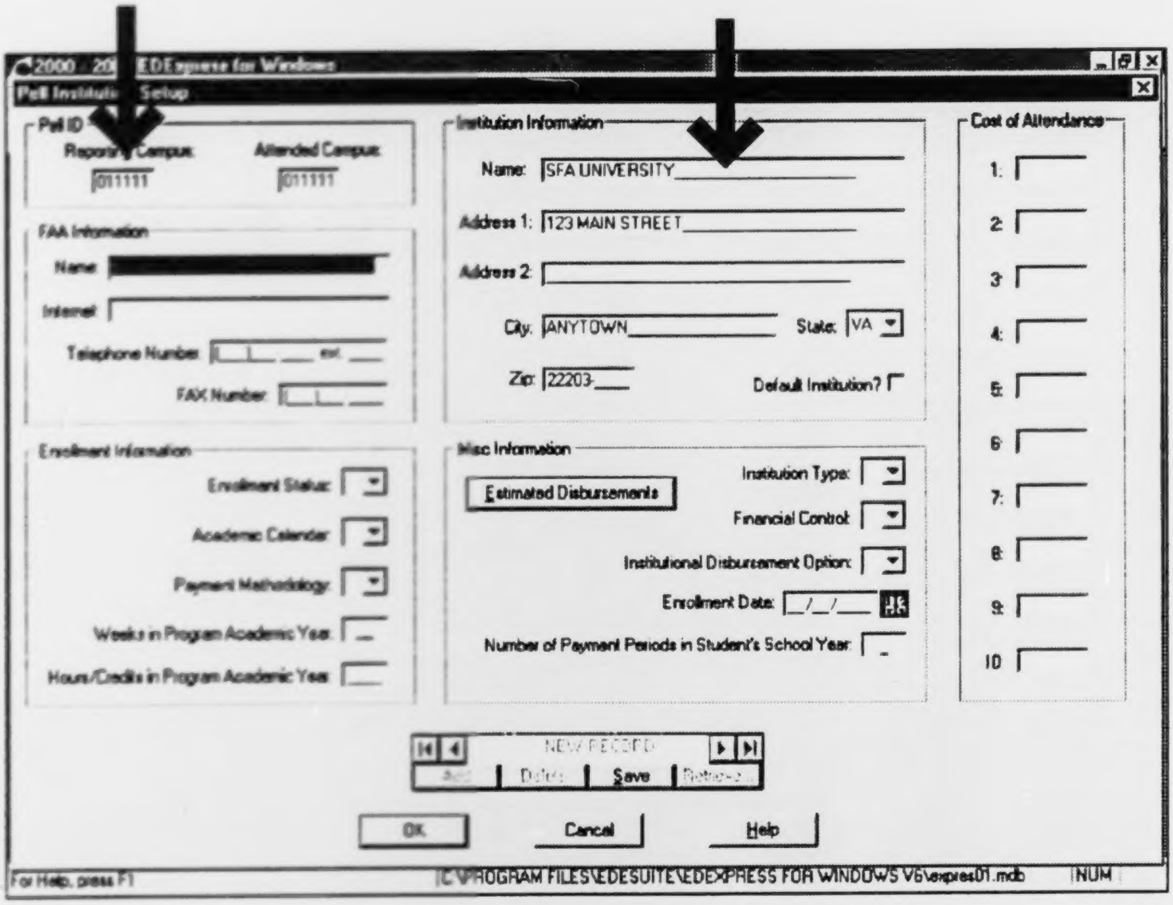
Type the reporting campus Pell ID. In this example, type ***011111***

Since this is the reporting campus, the attended campus defaults to the same value

The name and address fields for the "assumed" institution are automatically filled with data from the EDExpress database

Note: For this training, we have already set up an "assumed" institution. You can only select school codes for institutions that already exist in the EDExpress database. Nearly every school is listed in the database. In the unlikely event that your school is not in the database, click Help on the menu bar, then select the "How Do I?" option. Select the instructions for how to add a school to the database.


2000 - 20 EDExpress for Windows
Pell Instituti Setup
Pell ID
FAA Information
Institution Information
Cost of Attendance
Enrollment Information
Misc Information
Estimated Disbursements
NEW RECORD
Add
Delete
Save
Retrieve
OK
Cancel
Help
For Help, press F1
NUM

Reporting Campus: 011111

Attended Campus: 011111

FAA Information Name: [redacted]

Internet:

Telephone Number: ( ) - ext.

FAX Number: ( ) -

Enrollment Status:

Academic Calendar:

Payment Methodology:

Weeks in Program Academic Year:

Hours/Credits in Program Academic Year:

Name: SFA UNIVERSITY

Address 1: 123 MAIN STREET

Address 2:

City: ANYTOWN

State: VA

Zip: 22203-

Default Institution? ☐

Institution Type:

Financial Control:

Institutional Disbursement Option:

Enrollment Date: _/_/___

Number of Payment Periods in Student's School Year:

Cost of Attendance 1: 2: 3: 4: 5: 6: 7: 8: 9: 10:

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

FAA Information

Now we will review the rest of the fields on the Setup screen

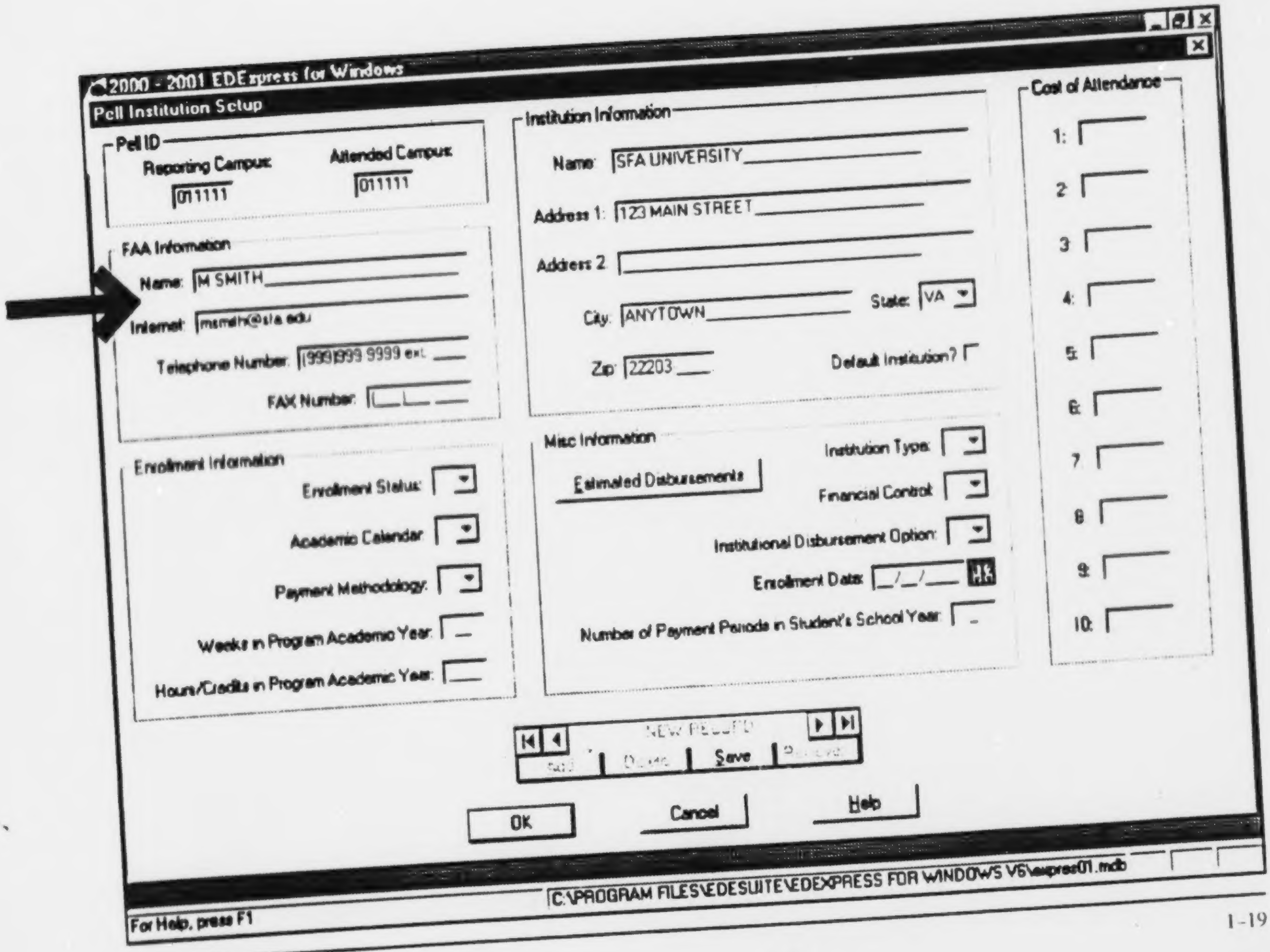
Let's start with the FAA Information box This section is where you record the name, email address, and phone numbers of the contact person at the school

For this example, type ***M SMITH*** *(for Name)*

msmith@sfa.edu *(for Internet)*

999-999-9999 *(for Telephone Number)*

Leave FAX Number blank



2000 - 2001 EDExpress for Windows

Pell Institution Setup

Pell ID

Reporting Campus: 011111

Attended Campus: 011111

FAA Information

Name: M SMITH

Internet: msmith@sfa.edu

Telephone Number: (999)999 9999 ext.

FAX Number:

Institution Information

Name: SFA UNIVERSITY

Address 1: 123 MAIN STREET

Address 2:

City: ANYTOWN

State: VA

Zip: 22203

Default Institution? ☐

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

For Help, press F1

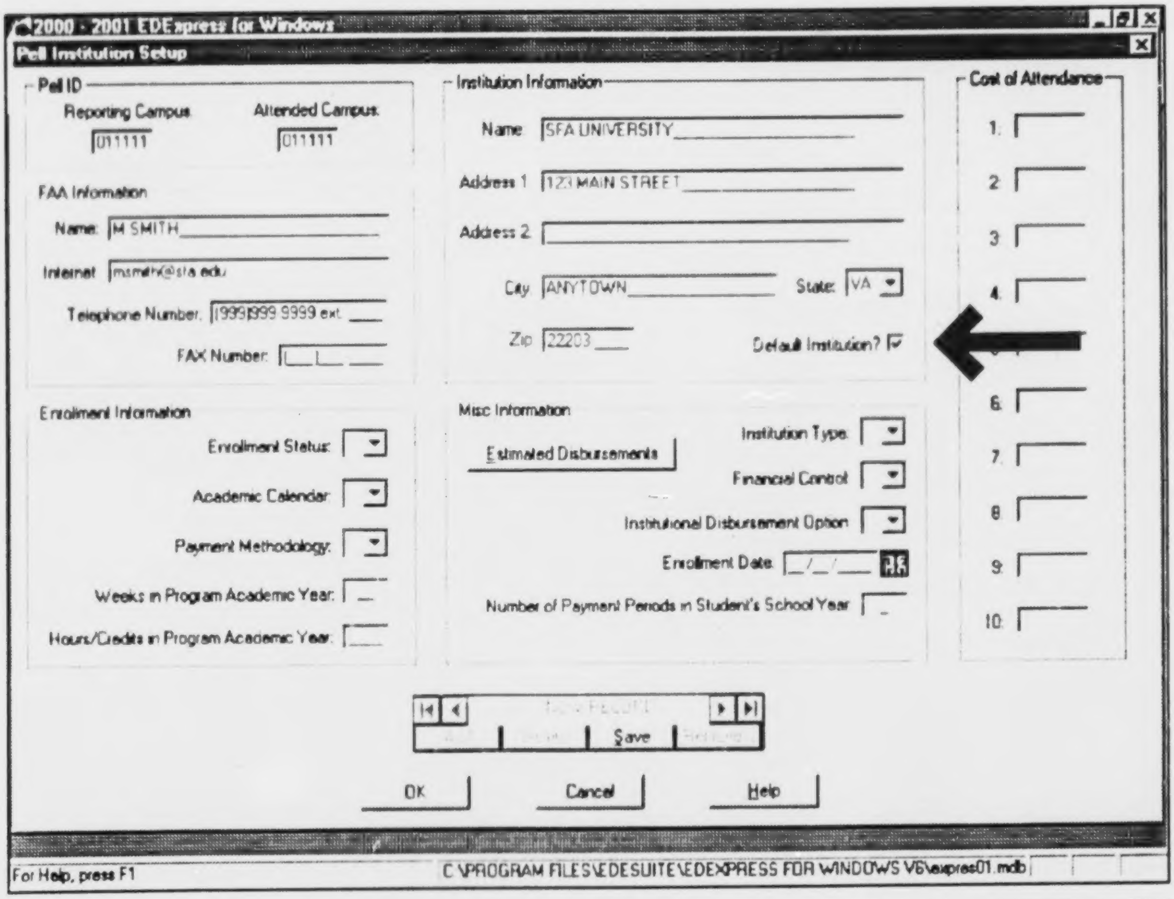
Enrollment Information
Enrollment Status:
Academic Calendar:
Payment Methodology:
Weeks in Program Academic Year:
Hours/Credits in Program Academic Year:
Misc Information
Estimated Disbursements
Institution Type:
Financial Control:
Institutional Disbursement Option:
Enrollment Date: _/_/__
Number of Payment Periods in Student's School Year:
Cost of Attendance
1:
2:
3:
4:
5:
6:
7:
8:
9:
10:
NEW RECORD
Add
Delete
Save
Refresh
OK
Cancel
Help

Default Institution

For this example, place a checkmark in the Default Institution box

Next, place a checkmark in the Default Institution box, if you want the information about this school to automatically be placed on reports, screens, and records

Tip: Always mark this box, unless you are handling more than one school code



2000 - 2001 EDExpress for Windows

Pell Institution Setup

Pell ID

Reporting Campus: 011111

Attended Campus: 011111

FAA Information

Name: M SMITH

Internet: msmith@sfa.edu

Telephone Number: (999)999-9999 ext.

FAX Number:

Enrollment Information

Enrollment Status:

Academic Calendar:

Payment Methodology:

Weeks in Program Academic Year:

Hours/Credits in Program Academic Year:

Institution Information

Name: SFA UNIVERSITY

Address 1: 123 MAIN STREET

Address 2:

City: ANYTOWN

State: VA

Zip: 22203

Default Institution? ☑

Misc Information

Institution Type:

Financial Control:

Institutional Disbursement Option:

Enrollment Date: __/__/____

Number of Payment Periods in Student's School Year:

Cost of Attendance

1.
2.
3.
4.
6.
7.
8.
9.
10.

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Cost of Attendance

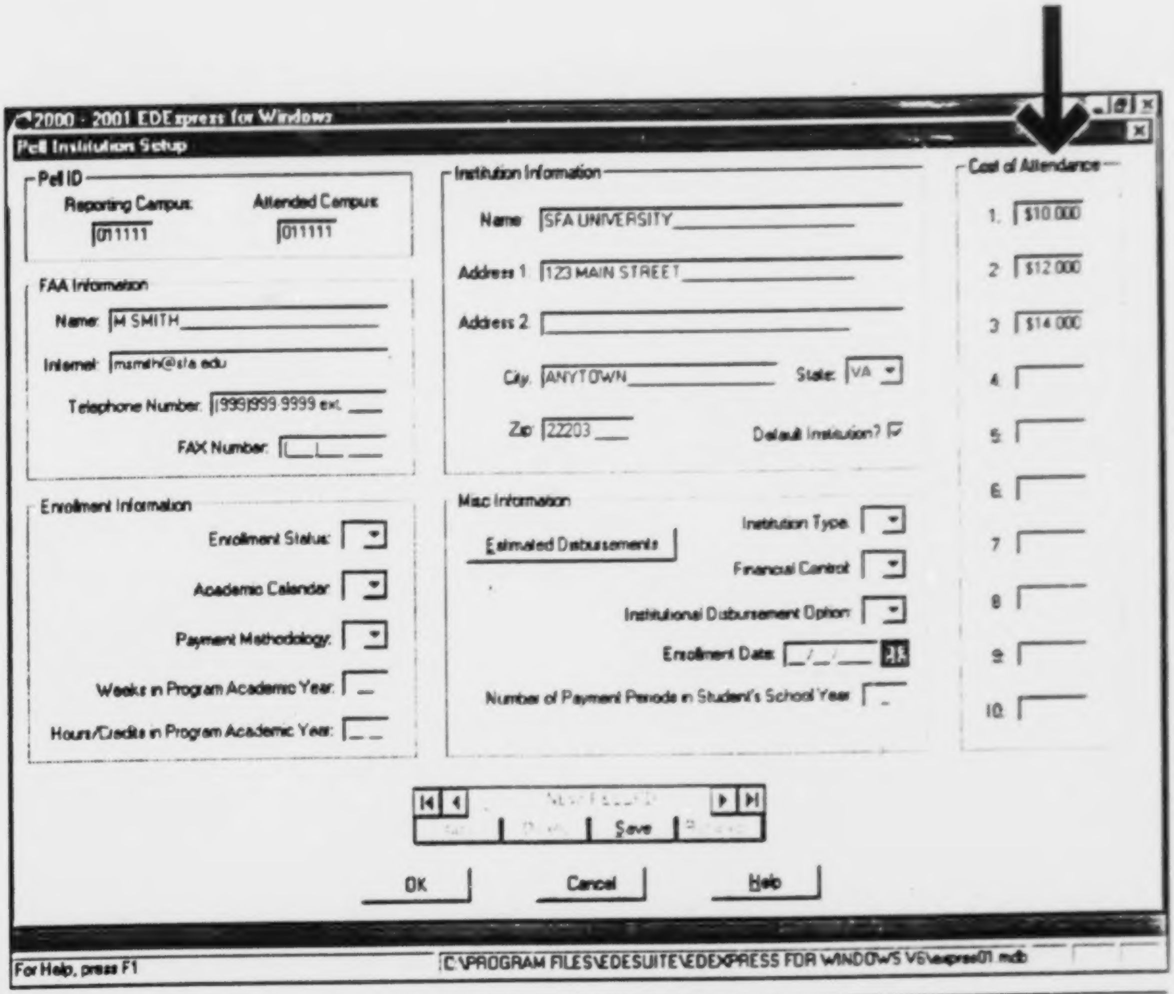
You must enter one cost of attendance figure. You can enter up to ten. The cost of attendance is used with the EFC to determine the student's scheduled Federal Pell Grant. For more information about the components used to calculate a student Pell cost, see Chapter 4 of *The Federal Student Aid Handbook*.

Tip: Enter the most commonly used cost of attendance in this first field. The first cost defaults to every student's record. If necessary, you can select one of the other costs from the list that is displayed when you open the student's record.

Note: Fields in yellow are required.

For this example, enter the following three cost of attendance figures in the first three positions:

1. **10000**
2. **12000**
3. **14000**



2000 - 2001 EDExpress for Windows

Pell Institution Setup

Pell ID
Reporting Campus: 011111
Attended Campus: 011111

FAA Information
Name: M SMITH
Internet: msmith@sfa.edu
Telephone Number: (999)999-9999 ext.
FAX Number:

Institution Information
Name: SFA UNIVERSITY
Address 1: 123 MAIN STREET
Address 2:
City: ANYTOWN
State: VA
Zip: 22203
Default Institution? ☑

Cost of Attendance
1. $10,000
2. $12,000
3. $14,000
4.
5.
6.
7.
8.
9.
10.

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

Enrollment Information
Enrollment Status:
Academic Calendar:
Payment Methodology:
Weeks in Program Academic Year:
Hours/Credits in Program Academic Year:
Misc Information
Estimated Disbursements
Institution Type
Financial Control
Institutional Disbursement Option
Enrollment Date
Number of Payment Periods in Student's School Year
Save
OK
Cancel
Help

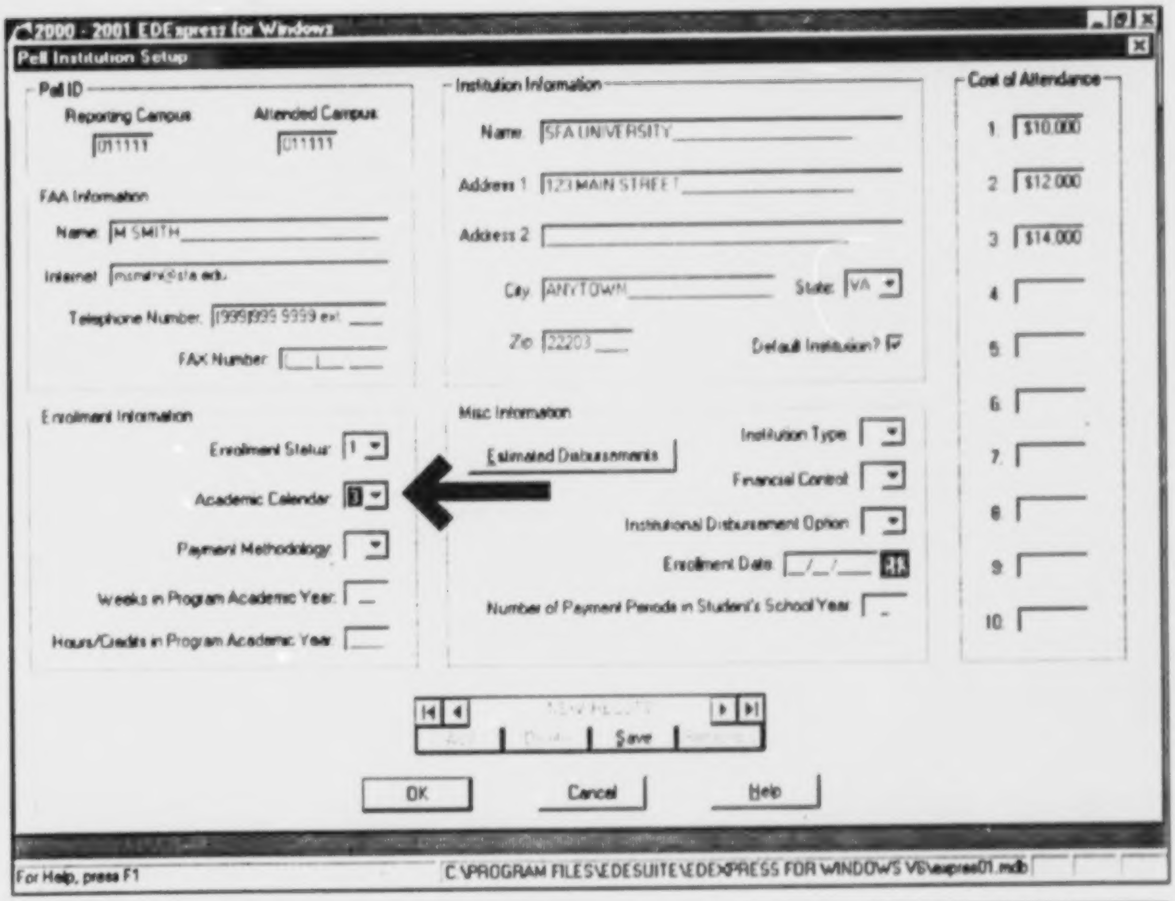
Enrollment Information

For this example, enter ***1*** *(full-time) for enrollment status and* ***3*** *(semester) for academic calendar.*

The fields in this section are used to calculate the Pell Grant award. The possible entries for the first two fields follow.

Enrollment Status	1 Full time 2 Three quarter time 3 Half-time 4 Less than half-time 5 Other
Academic Calendar	1 Credit hour, non-standard terms 2 Quarter 3 Semester 4 Trimester 5 Clock hour 6 Credit hour without terms

Tip: Press the F1 key to get information about the possible values for each field.



Pell ID
Reporting Campus: 011111
Attended Campus: 011111

FAA Information
Name: M SMITH
Internet: msmith@sfa.edu
Telephone Number: (999)999-9999 ext.
FAX Number:

Enrollment Information
Enrollment Status: 1
Academic Calendar: 3
Payment Methodology:
Weeks in Program Academic Year:
Hours/Credits in Program Academic Year:

Institution Information
Name: SFA UNIVERSITY
Address 1: 123 MAIN STREET
Address 2:
City: ANYTOWN
State: VA
Zip: 22203
Default Institution? ☑

Misc Information
Institution Type:
Financial Control:
Institutional Disbursement Option:
Enrollment Date: __/__/____
Number of Payment Periods in Student's School Year:

Cost of Attendance
1. $10,000
2. $12,000
3. $14,000
4.
5.
6.
7.
8.
9.
10.

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

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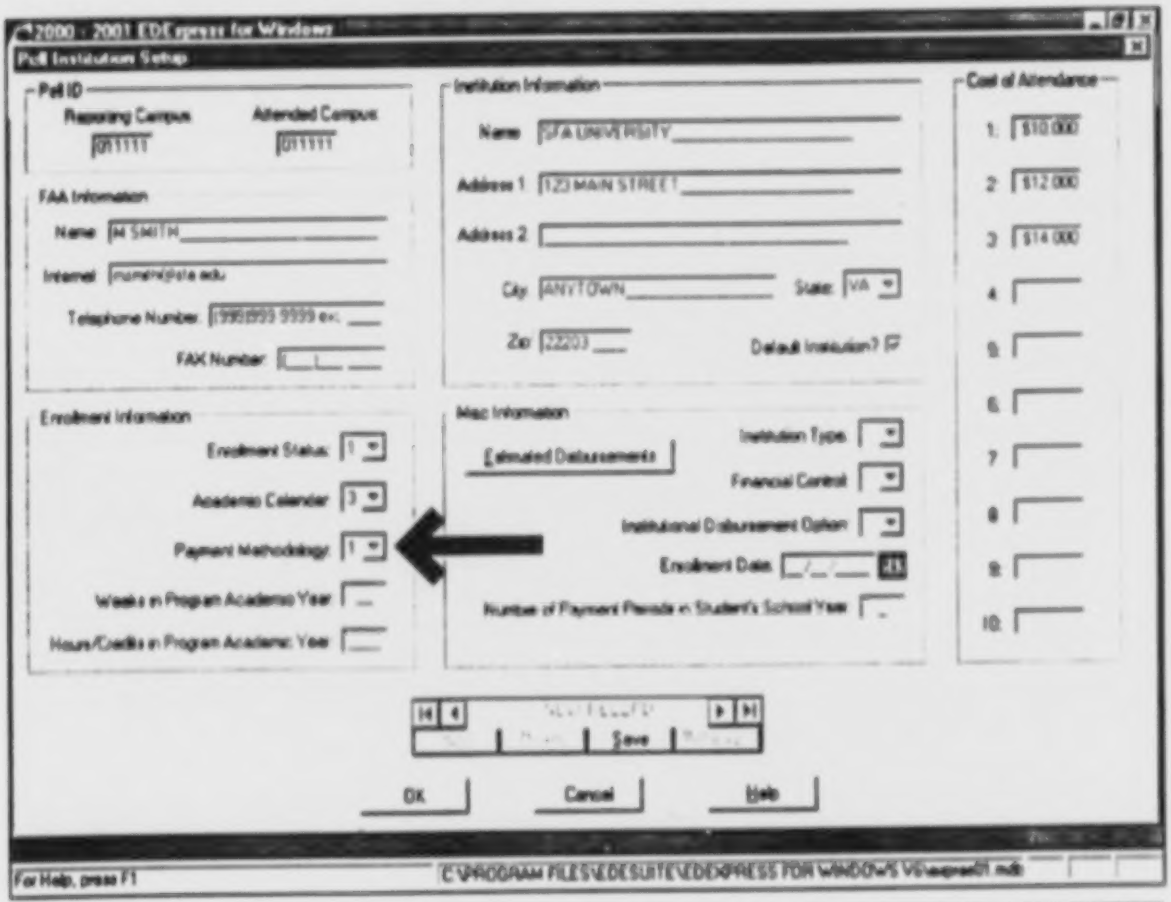
The next three fields are also used in the calculation of the Pell Grant award

1. Payment Methodology indicates which formula a school uses to calculate the award
2. Weeks in Program Academic Year is the number of weeks of instructional time in the program's academic year
3. Hours/Credits in Program Academic Year is for students enrolled in a program that

- Measures progress in clock hours,
- Measures progress in credit hours but does not have terms, or
- Has a non-residential portion offered by correspondence and does not have terms

*For this example, enter **1** for payment methodology and leave **weeks** in program academic year and hours/credits in program academic year blank*

EDExpress edits your entry to make sure that the information in these fields is consistent with program regulations. The table on the following page defines each of the five payment methodologies and the acceptable values for the other fields. For example, only 2 (quarter), 3 (semester) and 4 (trimester) are acceptable values for academic calendar if the payment methodology equals 1


2000 - 2001 EDExpress for Windows
Pell Institution Setup
Pell ID
FAA Information
Institution Information
Enrollment Information
Misc Information
Cost of Attendance
Estimated Disbursements
Save
OK
Cancel
Help

Reporting Campus: 011111
Attended Campus: 011111
Name: M SMITH
Internet: msmith@sfa.edu
Telephone Number: (999)999-9999 ex.
FAX Number:
Name: SFA UNIVERSITY
Address 1: 123 MAIN STREET
Address 2:
City: ANYTOWN
State: VA
Zip: 22203
Default Institution? ☑
Enrollment Status: 1
Academic Calendar: 3
Payment Methodology: 1
Weeks in Program Academic Year:
Hours/Credits in Program Academic Year:
Institution Type:
Financial Control:
Institutional Disbursement Option:
Enrollment Date: __/__/____
Number of Payment Periods in Student's School Year:
1. $10,000
2. $12,000
3. $14,000
4.
5.
6.
7.
8.
9.
10.

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

Payment Methodology	Academic Calendar	May be used in a program:	Weeks of instructional time in Program's Academic Year	Credits/Hours in Program's Academic Year
1	2 = Quarter 3 = Semester 4 = Trimester	b) That uses standard terms c) Which the fall through spring terms: i) equal or exceed 30 weeks of instructional time, or ii) equal or exceed the weeks in its academic year iii) if the program receives a waiver from ED	Blank	Blank
2	2 = Quarter 3 = Semester 4 = Trimester	a) That measures progress in credit hours b) That uses standard terms c) In which the fall through spring terms: i) are less than 30 weeks of instructional time, and ii) the program did not receive a waiver of the 30-week minimum from ED	Valid value = 30-78	Blank
3	1 = Credit hr 2 = Quarter 3 = Semester 4 = Trimester	a) That measures progress in credit hours b) That uses terms (standard or nonstandard)	Valid value = 30-78	Blank
4	5 = Clock hr 6 = Credit hr without terms	a) That measures progress in clock hours b) That measures progress in credit hours but does not have terms	Valid value = 30-78	Valid values 5-clock-hr = 900-3120 6-credit-hr without terms = 24-100
5	1 = Credit hr 2 = Quarter 3 = Semester 4 = Trimester 6 = Credit hr without terms	a) That is offered by correspondence b) That is a nonresidential portion of an eligible program c) That measures progress in credit hours (standard terms, nonstandard terms, or without terms)	Valid value = 30-78	Valid values 5-clock-hr = 900-3120 6-credit-hr without terms = 24-100

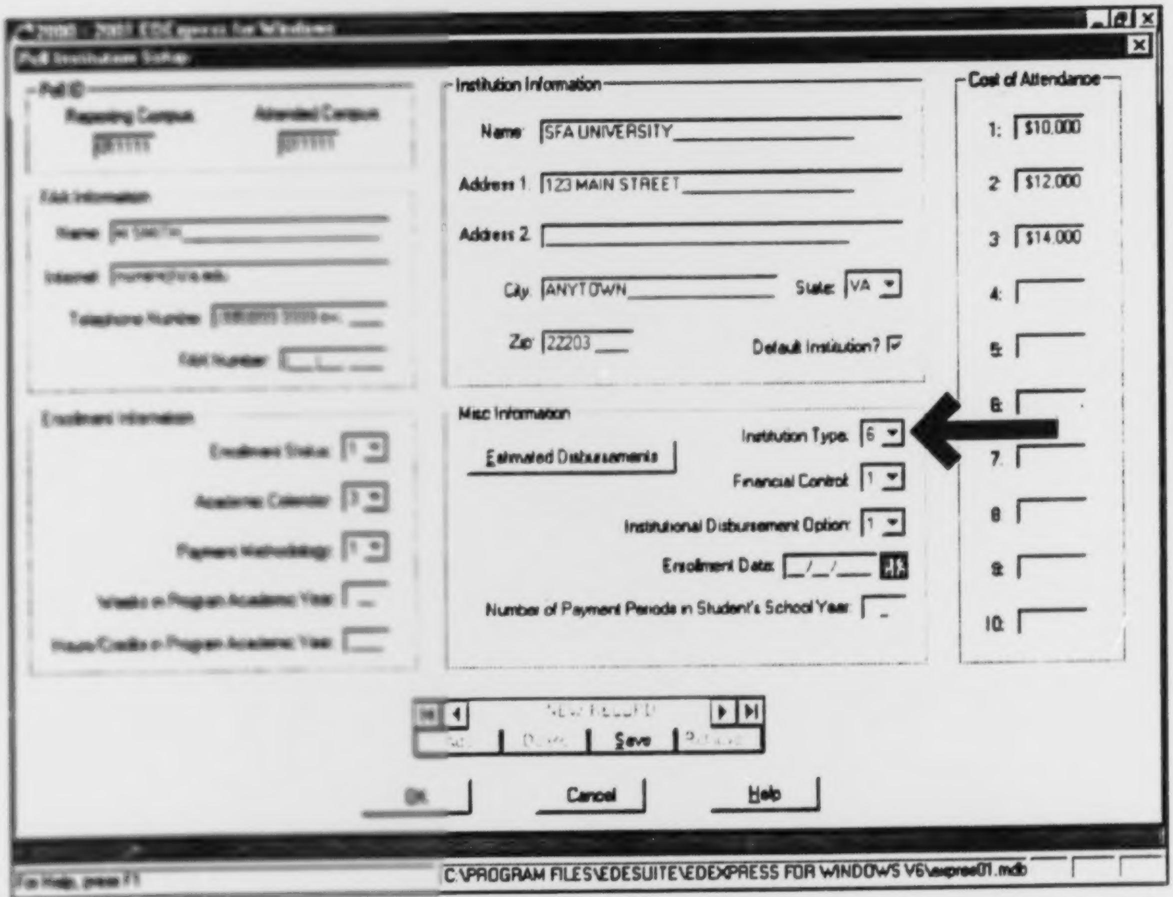
Misc Information

The fields in this section provide the RFMS more information about your school. The valid values for the first three fields follow.

Institution Type	1 = Less than one year 2 = One year but less than two years 3 = Two years but less than three years 4 = Three years but less than four years 5 = Four years (baccalaureate degree only) 6 = Five years or more
Financial Control	1 = Public 2 = Private, nonprofit 3 = Proprietary
Institutional Disbursement Option	1 = Advance Funding 2 = Just in Time 3 = Cash Monitoring Level 2/Reimbursement

*For this example, enter **6** (five years or more) for institution type, **1** (public) for financial control, and **1** (Advance funding) for institutional disbursement option.*

NEW! Cash Monitoring Level 2/Reimbursement is a new disbursement setup option for 2000-2001. This option is used by Cash Monitoring Level 2 schools who are on reimbursement. When you select this option, EDExpress requires that you use special disbursement records only. Cash Monitoring Level 1 schools should select option 1, Advance Funding.


2000 - 2001 EDExpress for Windows
Pell Institution Setup
Pell ID
Reporting Campus
Attended Campus
Enrollment Status
Academic Calendar
Payment Methodology
Weeks in Program Academic Year
Hours/Credits in Program Academic Year
Institution Information
Misc Information
Estimated Disbursements
Cost of Attendance
NEW RECORD
Save
OK
Cancel
Help
For Help, press F1

Name: SFA UNIVERSITY
Address 1: 123 MAIN STREET
Address 2:
City: ANYTOWN
State: VA
Zip: 22203
Default Institution? ☑
Institution Type: 6
Financial Control: 1
Institutional Disbursement Option: 1
Enrollment Date: __/__/____
Number of Payment Periods in Student's School Year: _

1:	$10,000
2:	$12,000
3:	$14,000
4:	
5:	
6:	
7:	
8:	
9:	
10:	

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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*For this example, enter **08/28/2000** as the enrollment date and **2** as the number of payment periods in the student's school year.*

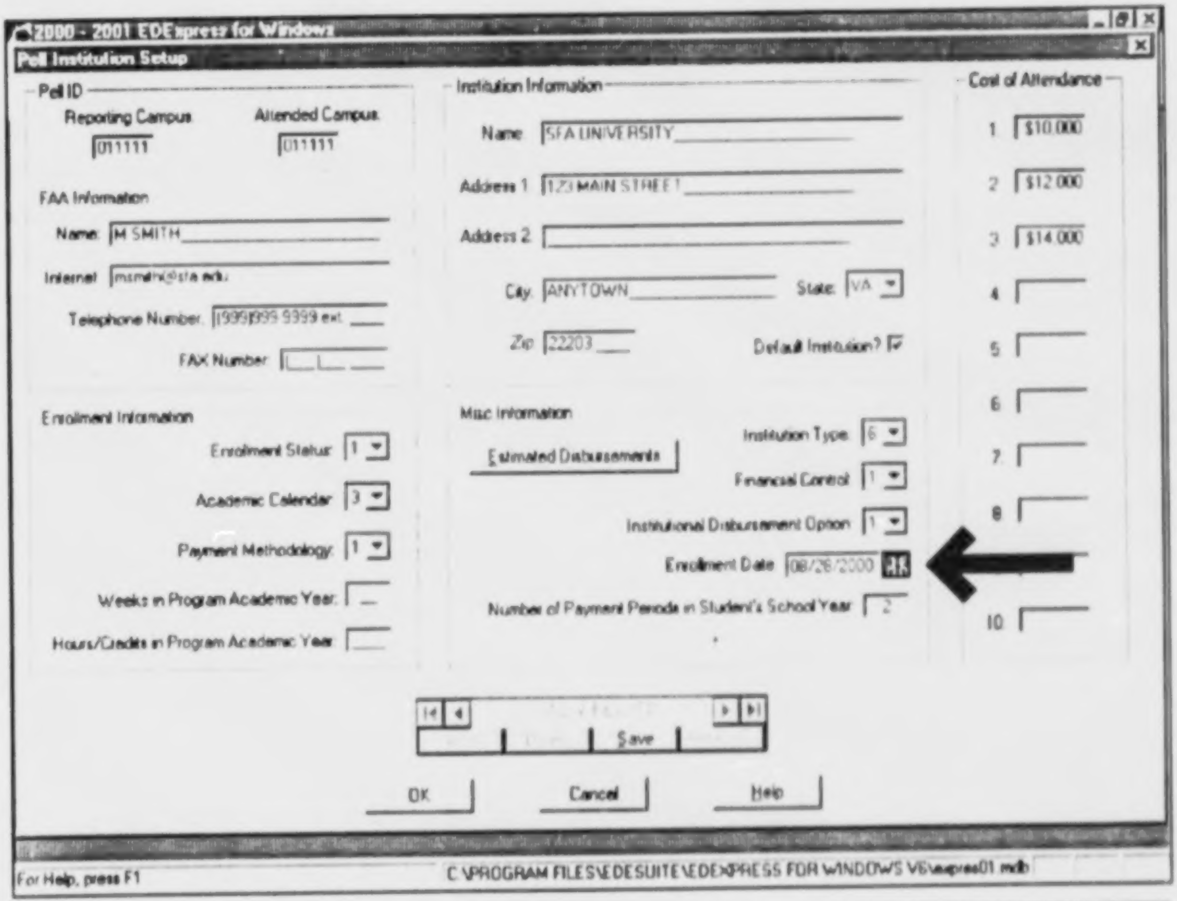
Next, set the general enrollment date. This is the first date the student was enrolled in an eligible program for the school year.

Reminder: *The enrollment date defaults onto each student's origination record. It can be modified, as needed, on the individual record.*

Tip: *Use the calendar button to enter the enrollment date. Use the arrow keys to scroll to the correct month and year. Double click on the correct day to select the date and close the calendar.*

Next, enter the number of payment periods in the student's school year.

Note: *This field must have a value if you select Cash Monitoring Level 2 Reimbursement as the institutional disbursement option.*



Pell ID
Reporting Campus: 011111
Attended Campus: 011111

FAA Information
Name: M SMITH
Internet: msmith@sfa.edu
Telephone Number: (999)999-9999 ext.
FAX Number:

Enrollment Information
Enrollment Status: 1
Academic Calendar: 3
Payment Methodology: 1
Weeks in Program Academic Year:
Hours/Credits in Program Academic Year:

Institution Information
Name: SFA UNIVERSITY
Address 1: 123 MAIN STREET
Address 2:
City: ANYTOWN
State: VA
Zip: 22203
Default Institution? ☑

Misc Information
Institution Type: 6
Financial Control: 1
Institutional Disbursement Option: 1
Enrollment Date: 08/28/2000
Number of Payment Periods in Student's School Year: 2

Cost of Attendance
1 $10,000
2 $12,000
3 $14,000
4
5
6
7
8
10

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

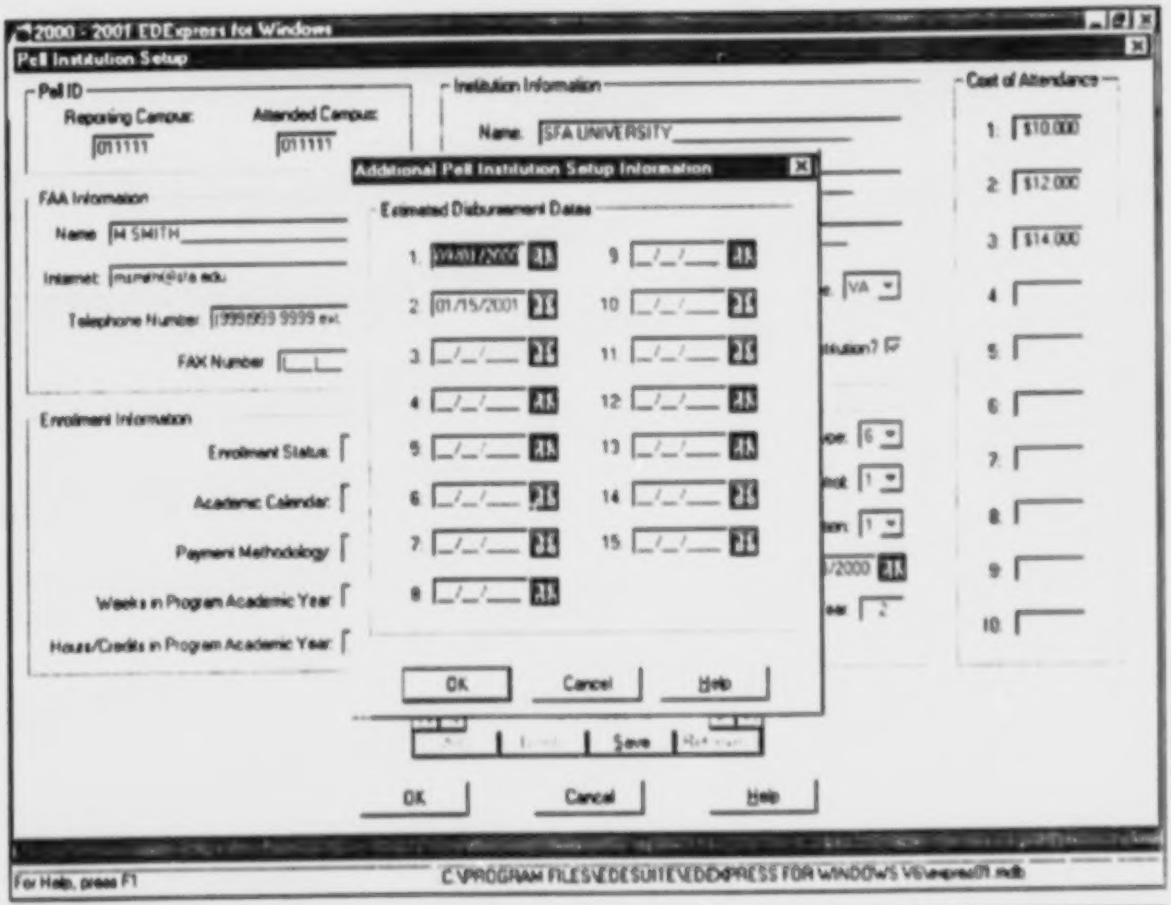
Click the Estimated Disbursement button to enter the dates you expect to make Pell Grant payments to students

NEW!

In the 1999-2000 software, this button was called More Setup. It has been renamed and moved to the Miscellaneous Information section

*For this example, enter **09/01/2000** and **01/15/2001** as estimated disbursement dates*

*Click **OK** to close the box*


2000 - 2001 EDExpress for Windows
Pell Institution Setup
Pell ID
Institution Information
Cost of Attendance
FAA Information
Enrollment Information
Enrollment Status
Academic Calendar
Payment Methodology
Weeks in Program Academic Year
Hours/Credits in Program Academic Year
Additional Pell Institution Setup Information
Estimated Disbursement Dates
OK
Cancel
Help
Save
OK
Cancel
Help

Reporting Campus: 011111
Attended Campus: 011111
Name: SFA UNIVERSITY
Name: M SMITH
Internet: msmith@sfa.edu
Telephone Number: (999)999-9999 ext.

1. 09/01/2000
2. 01/15/2001

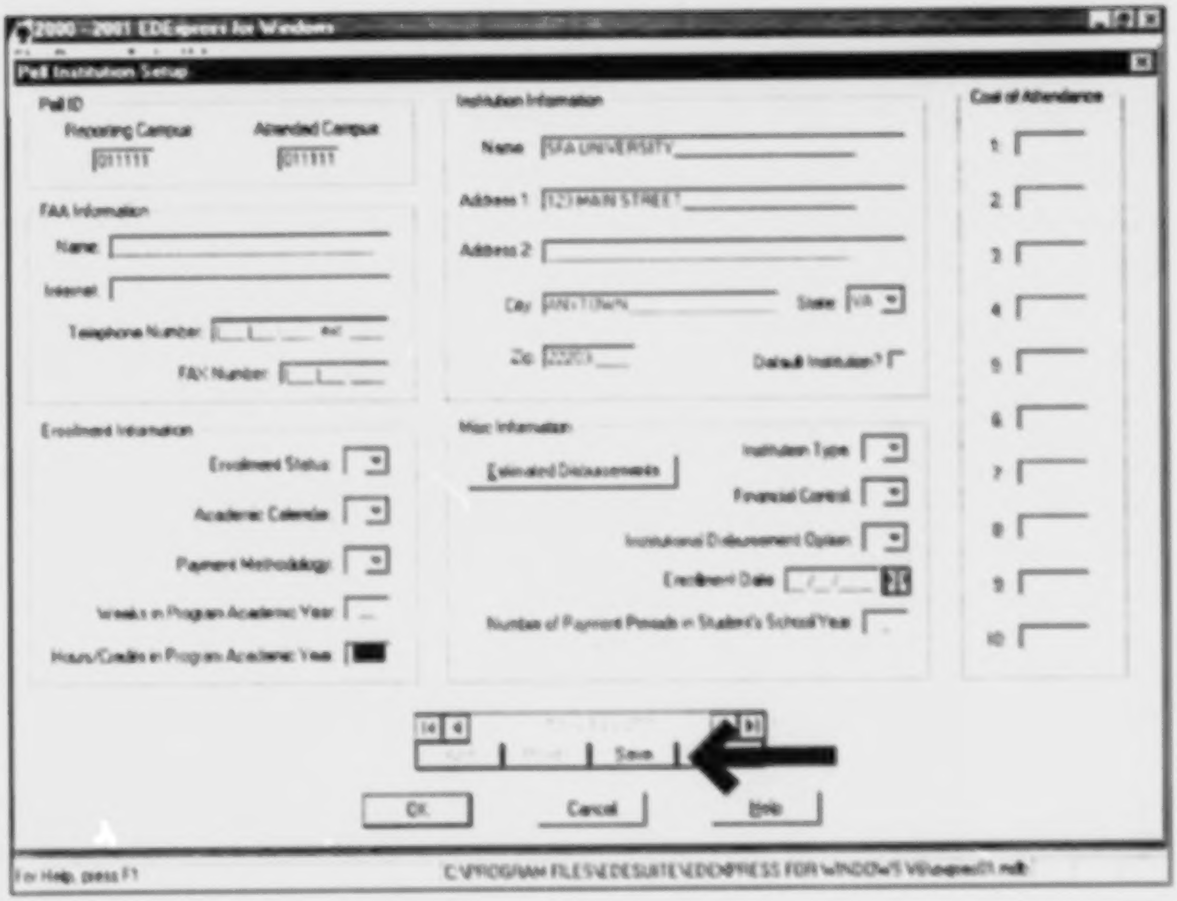
1. $10,000
2. $12,000
3. $14,000

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Save the Setup

*Click the **Save** button*
*Click **OK** to confirm*

The last step is to save the record. Click the Save button.


2000 - 2001 EDExpress for Windows
Pell Institution Setup
Pell ID
FAA Information
Name
Internet
Telephone Number
FAX Number
Enrollment Information
Enrollment Status
Academic Calendar
Payment Methodology
Weeks in Program Academic Year
Hours/Credits in Program Academic Year
Institution Information
Address 2
Default Institution? ☐
Misc Information
Estimated Disbursements
Institution Type
Financial Control
Institutional Disbursement Option
Enrollment Date
Number of Payment Periods in Student's School Year
Cost of Attendance
1
2
3
4
5
6
7
8
9
10
Save
OK
Cancel
Help
For Help, press F1

Reporting Campus: 011111
Attended Campus: 011111
Name: SFA UNIVERSITY
Address 1: 123 MAIN STREET
City: ANYTOWN
State: VA

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V8\express01.mdb

Attended Campus

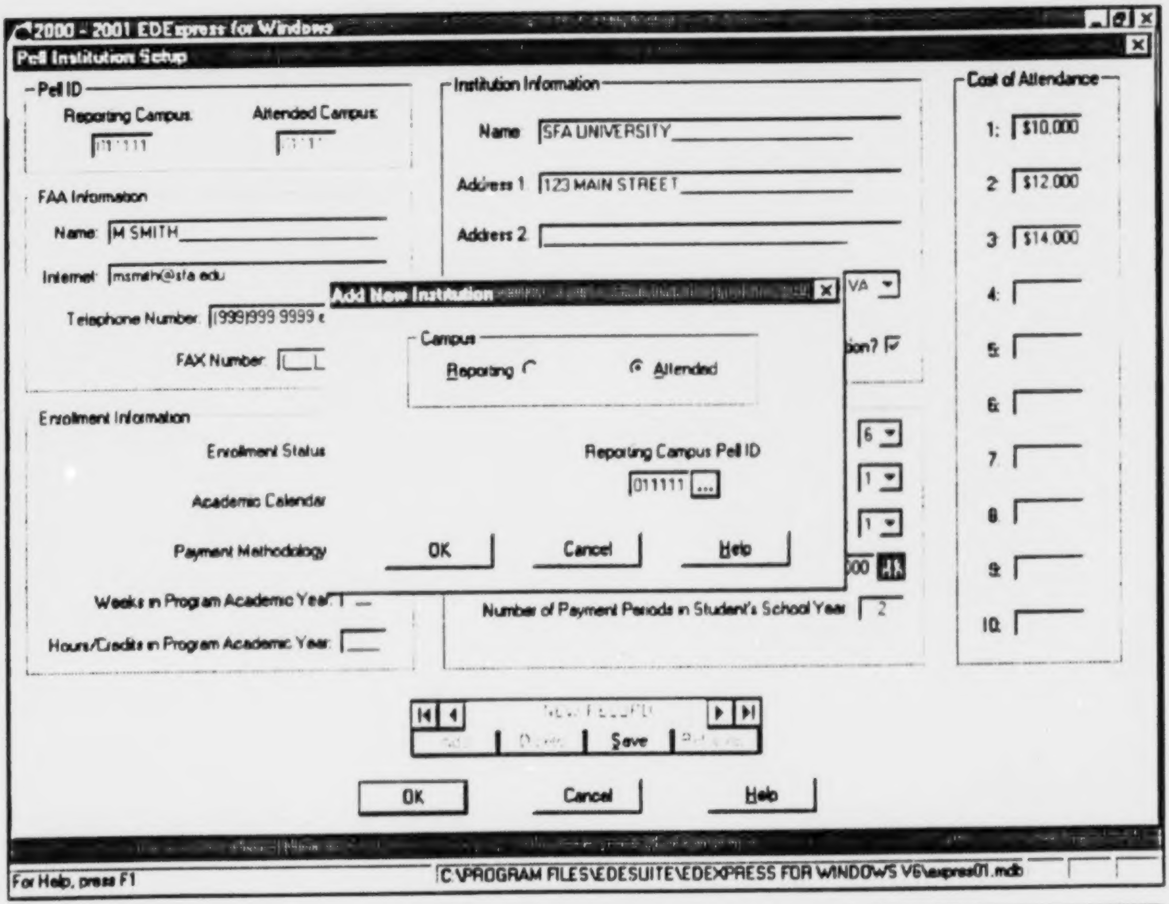
Remember that the attended campus is the campus that the student actually attends. For many schools, the attended campus will be the same as the reporting campus.

Offices reporting branch campuses with unique Pell institution numbers will need to set up a record for each attended campus. To create an attended campus record, click the add button. Enter the reporting campus ID.

Click the ***Add*** *button*

Enter ***011111*** *as the reporting campus Pell ID.*

Click the ***OK*** *button*



2000 - 2001 EDExpress for Windows

Pell Institution Setup

Pell ID

Reporting Campus: 011111

Attended Campus:

FAA Information

Name: M SMITH

Internet: msmith@sfa edu

Telephone Number: (999)999 9999 e

FAX Number:

Enrollment Information

Enrollment Status

Academic Calendar

Payment Methodology

Weeks in Program Academic Year:

Hours/Credits in Program Academic Year:

Institution Information

Name: SFA UNIVERSITY

Address 1: 123 MAIN STREET

Address 2:

Number of Payment Periods in Student's School Year: 2

Cost of Attendance

1: $10,000

2: $12,000

3: $14,000

4:

5:

6:

7:

8:

9:

10:

Add New Institution

Campus

Reporting ○ ● Attended

Reporting Campus Pell ID: 011111

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

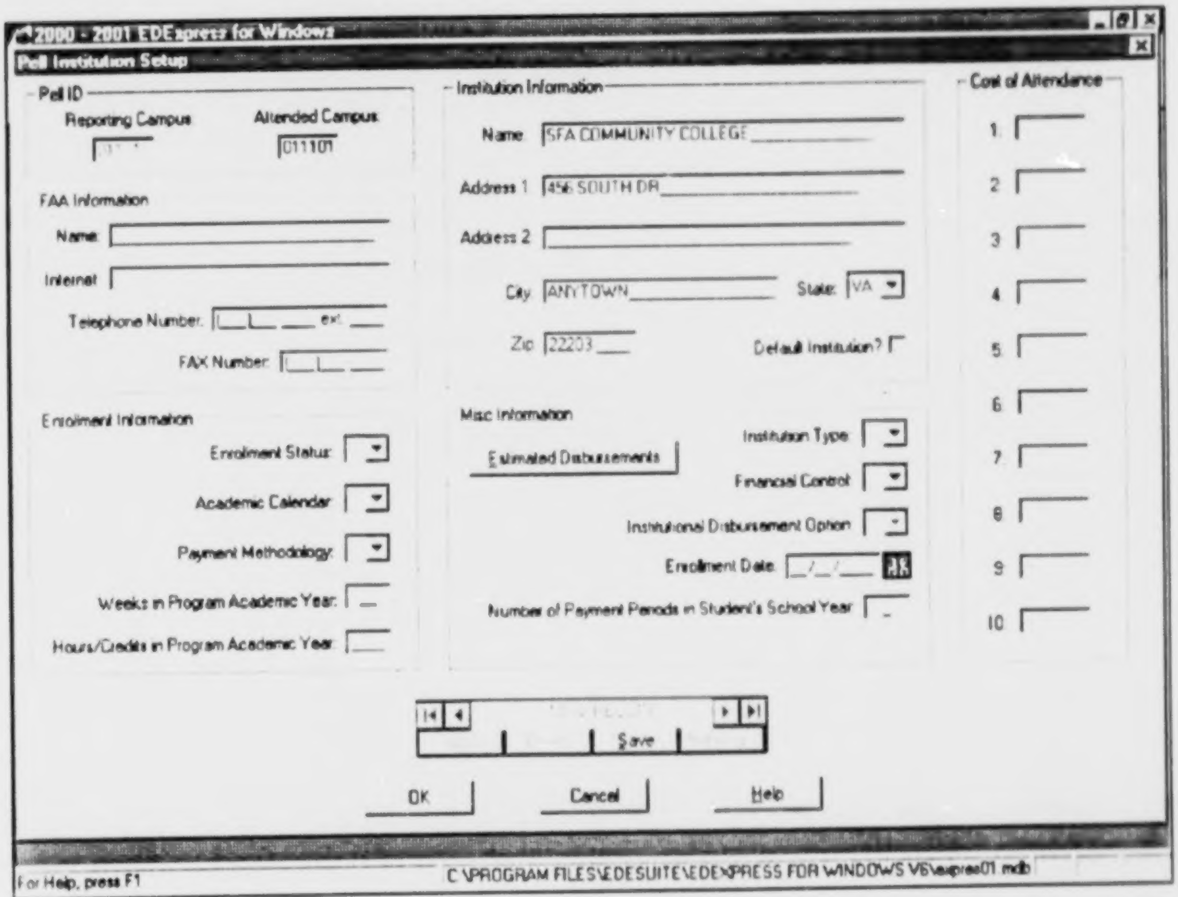
Attended Campus

*For this example, enter **011101** as the attended campus ID*

*Click **Cancel**, then **No** to exit the screen*

A new institution set up screen appears with the reporting campus Pell ID displayed. Enter the 6-digit attended campus Pell ID. The name and address of the institution appears.

Complete the rest of the screen using the same instructions you followed to set up a reporting campus record. Save the record.



2000 - 2001 EDExpress for Windows

Pell Institution Setup

Attended Campus: 011101

Name: SFA COMMUNITY COLLEGE

Address 1: 456 SOUTH DR

City: ANYTOWN

State: VA

Zip: 22203

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Pell ID
Reporting Campus
FAA Information
Name
Internet
Telephone Number
ext
FAX Number
Enrollment Information
Enrollment Status
Academic Calendar
Payment Methodology
Weeks in Program Academic Year
Hours/Credits in Program Academic Year
Institution Information
Address 2
Default Institution?
Misc Information
Estimated Disbursements
Institution Type
Financial Control
Institutional Disbursement Option
Enrollment Date
Number of Payment Periods in Student's School Year
Cost of Attendance
1
2
3
4
5
6
7
8
9
10
Save
OK
Cancel
Help

Lesson 2 Exercise

[Slide 1-12]

Instructions

Use the steps outlined below and the following data to complete the setup for the reporting campus that we demonstrated in class

Step	Action	
1	To open EDExpress, click on the **Start** button on the main window Select **Programs/EDE Suite/EDExpress for Windows 2000-2001**	☐
2	Enter **sysadmin** as the User ID, and **pell2000** as the password	☐
3	Select **Tools/Setup/Pell/Institution** from the main menu	☐
4	Reporting Campus is the default selection Click **OK** The Pell Institution Setup screen is displayed	☐
5	Type the reporting campus Pell ID, which is **011111** The name and address fields for the institution automatically default from the EDExpress Institution database	☐
6	Complete the FAA Information section of the screen Use the information provided below	☐
7	Verify the Institution Information, and Click on the Default Institution checkbox to indicate this is the default institution	☐
8	Complete the Cost of Attendance section of the screen using the values provided below	☐
9	Complete the Enrollment Information section of the screen using the values provided below	☐
10	Click on the **Estimated Disbursements** button Enter the Estimated Disbursement Dates provided below Click **OK**	☐
11	Complete the Miscellaneous Information section of the screen using the values provided below	☐
12	When all of the information is entered, click the Save icon to save the record	☐

Field Value Data:

Pell ID Information

Reporting Campus	011111
Attending Campus	011111

Institution Information

Name	SFA University
Address 1	123 Main Street
City	Anytown
State	VA
Zip	22203
Default Institution?	Yes

Lesson 2 Exercise, continued

Field Value Data, continued:

FAA Information

Name	M SMITH
Internet	msmith@sfa.edu
Telephone Number	999.99.9999

Misc Information

Institution Type	6
Financial Control	1
Institutional Disbursement Option	1
Enrollment Date	08/28/2000
Number of Payment Periods in Student's School	2
Estimated Disbursements	09/01/2000 01/15/2001

Enrollment Information

Enrollment Status	1
Academic Calendar	3
Payment Methodology	1
Weeks in Program Academic Year	
Hours/Credits in Program Academic Year	

Cost of Attendance

1	10000
2	12000
3	14000

1 Which cost of attendance figure will be automatically placed on each student's record?

2 How can you tell which fields require an entry?

3 What is the primary purpose for Pell Institution setup?

Unit 2

Origination

Schools must send an origination record to the RFMS for each student who receives a Federal Pell Grant. The origination record is used to verify the student's eligibility. This unit describes the origination process and how to use EDExpress to create and submit origination records.

[Slide 2-1]

Lesson 1 - Origination Overview

Objectives

At the end of this lesson, you should be able to

1. Understand why you need to send origination records
2. Understand the origination process
3. Know what data is needed on the origination record
4. Know how the origination record is edited

[Slide 2-2]

Introduction

Origination establishes a record in RFMS for each potential Federal Pell Grant recipient at your school. You need to send one origination record for each student who will receive a disbursement.

The student does not have to be enrolled at your school at the time you send an origination record. In fact, you can send origination records to RFMS before the award year begins. The only requirements are that you have received a valid Federal Pell Grant eligible ISIR or SAR and calculated a Federal Pell Grant award.

No consequences result if you send an origination record for a student who does not eventually receive a Federal Pell Grant at your school. You don't need to send a corrected record or inform RFMS that the student never came to your school.

More than one school can submit an origination record for a student. However, RFMS only accepts one origination record from each school for each student. You can find out whether other schools have submitted an origination record for your student. We'll cover that issue in Unit 5 when we discuss managing your data.

Origination records must be sent before or at the same time as disbursement records. If RFMS receives a disbursement record for a student who does not have an accepted origination record on file, the disbursement record is rejected. Sending in origination records before disbursement records is to your advantage, since a rejected origination record leads to a rejected disbursement record if they are submitted at the same time.

As you will see in this unit, origination records require you to transmit certain data to RFMS, such as information related to the student's eligibility for a Pell Grant, award amounts, and expected disbursement dates.

[Slide 2-3]

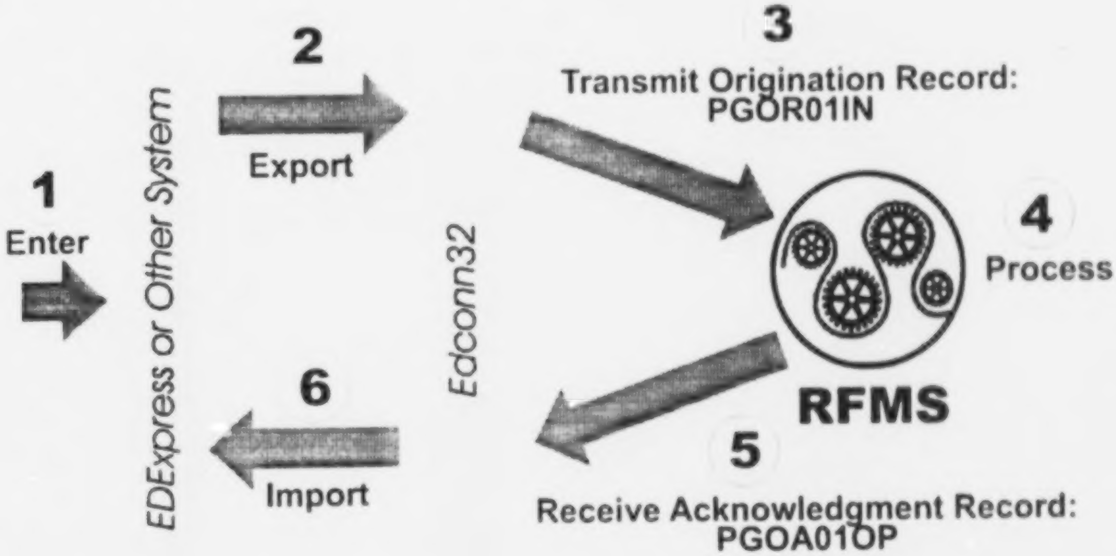
Origination Process

Here you can see an overview of the origination process, which includes the following steps

1. The process starts with you creating origination records. You have several options
   - You can use EDExpress
   - You can use another system provided by a software vendor or developed by your school using specifications provided by ED
   - You can use a combination of EDExpress and another system at your school. For example, if you have some of the information needed for the origination record on your mainframe system, you can import that information into EDExpress, and enter the remaining information in EDExpress
2. After you have created the records, EDExpress puts them together in a file and assigns it a file name. (File names, or message classes, will be discussed later in the unit.) In EDExpress, the process of batching records is called "exporting."
3. The file is transmitted to RFMS through the SAIG using Edconn 32. (Edconn 32 is PC software provided by the U.S. Department of Education.)

   You can submit unlimited transmissions. You decide on the best schedule for submitting origination data. Some schools submit weekly, others daily, or even multiple times per day
4. After RFMS receives the file it edits the records
5. An acknowledgement record is returned to you for each origination record you submitted
6. You import the acknowledgement records into EDExpress or another system on campus

[Slide 2-4]


1
Enter
EDExpress or Other System
2
Export
Edconn32
3
Transmit Origination Record:
PGOR01IN
4
Process
RFMS
5
Receive Acknowledgment Record:
PGOA01OP
6
Import

Origination Record

The data that appears on the origination record can be found in the table on the following page. As the table indicates, some data is required and some are optional. EDExpress prompts you to provide all required data before it creates a record. If you are using alternative software products or systems, be sure that all required data is present before the origination record is transmitted to RFMS.

Some of the key required data elements are listed here.

- The origination ID
- Student and school identifiers
- The award amount
- The components that are used to calculate the award amount, including EFC, cost-of-attendance, and enrollment status
- Verification status code
- Estimated disbursement dates. Note that the first date is required and that the remaining dates are optional.

[Slide 2-5]

The information on the origination record is for the entire year. The award amount, cost of attendance, and enrollment status are for the award year, not for individual payment periods.

A few points about the award amounts that you report on the origination and disbursement records are worth noting. The award amount you report on the origination record is your estimate of that student's funding needs. It doesn't commit funds or have any effect on your authorization level. The award amount on the disbursement record, however, must be the actual amount that was disbursed to the student.

The two amounts may or may not affect each other. If the amount actually disbursed to the student ends up being less than the award amount reported on the origination record, nothing happens, and you don't need to submit a new origination record. We'll see a different scenario in Unit 3. If the amount actually disbursed to the student is greater than the award amount you reported on the origination record, the disbursement record will be rejected. In that case, you must submit a corrected origination record.

The origination record also asks for estimated disbursement dates. These dates are used by RFMS to estimate program-wide funding needs. There are no consequences if the dates you provide turn out to be incorrect. You will not need to update the origination record if it turns out you disburse on different dates.

Origination Record: Data Requirements

Required

- Origination ID
- Original SSN
- Original Name Code
- Attending Campus ID
- Origination Award Amount for Entire School Year
- Estimated Disbursement Date #1
- Enrollment Date
- Verification Status Code
- Transaction Number
- EFC
- Academic Calendar
- Payment Methodology
- Cost of Attendance
- Enrollment Status (Payment Methodology = 1,2,3, or 5)
- Weeks of instructional time used to calculate payment (Payment Methodology = 2,3,4, or 5)
- Weeks of instructional time in program's definition of academic year (Payment Methodology = 2,3, 4, or 5)
- Hours in all payment periods used to complete school year (Payment Methodology = 4 or 5)
- Hours in program's definition of school year (Payment Methodology = 4 or 5)

Optional

- Institutional Cross-Reference
- Action Code
- Number of Payment Periods in Student's School Year
- Estimated Disbursement Dates #2–#15
- Low Tuition and Fees Code
- Incarcerated?
- Secondary EFC
- Secondary EFC Code

Acknowledgement Record

For each origination record you submit, you receive an acknowledgement record. The acknowledgement record includes a code that specifies one of three actions:

- A: All data was accepted. No further action is required.
- C: RFMS corrected one or more data fields to be consistent with other data that you provided. You should review the record to make sure that no corrections are needed.
- E: Errors were made on one or more data fields and the record was rejected. You must make corrections before a disbursement record for this student can be accepted.

All the data fields that you submitted on the origination record that were accepted are returned on the acknowledgment record unless a data field was changed by the RFMS. In that case, instead of what you originally reported, the changed value is on the record. A code for the reasons the record was rejected also appears on the acknowledgement record. The list of codes appears on the following page.

[Slide 2-6]

Editing

Let's spend some time looking at how RFMS edits origination records. If you use EDExpress, much of this editing takes place before you are allowed to save the origination record to your database. EDExpress is designed to ensure that as few origination records as possible are rejected by the RFMS. If you use a system other than EDExpress, you should make sure it uses edits to prevent your records from getting rejected.

The major rejection reasons are listed here:

- First, the student needs to be an **eligible Federal Pell Grant applicant**. RFMS matches the origination record you sent with the Central Processing System (CPS) to see whether the student submitted a valid, Pell Grant eligible FAFSA. The student's original SSN, name code, transaction number, and EFC on the origination record must match the data found on the student's ISIR.
- All of the **required fields** must be present on the origination records.
- Each field must have a **valid value** within a specified range. For example, if the field calls for a numeric value and an alphabetic value is provided, the record will be rejected. EDExpress ensures that only valid values are provided.
- The **attended campus ID** must be for a school that is participating in the Federal Pell Grant Program.

[Slide 2-7]

Origination Record Edit Codes

Edit Codes	Message	Type
301	Invalid Origination ID	Rejected
302	Duplicate Origination	Rejected
303	Invalid Original SSN/ Applicant not on Eligible Applicant File	Rejected
304	Attending and Reporting/ Funded Campus Mismatch or Origination Identifier Pell ID Mismatch with Attending Campus Pell ID	Rejected
305	Invalid Award Amount/Correction Applied	Warning
306	Invalid Disbursement Date/Correction Applied	Warning
307	Invalid Enrollment Date/Correction Applied	Warning
308	Invalid Low Tuition and Fees Code/ Correction Applied	Warning
309	Invalid Verification Code/Correction Applied	Warning
310	Invalid Incarcerated Federal Pell Recipient Code/ Correction Applied	Warning
311	Invalid Transaction Number	Rejected
312	Invalid Expected Family Contribution	Rejected
313	Invalid Secondary Expected Family Contribution/ Correction Applied	Warning
314	Invalid Academic Calendar/Correction Applied	Warning
315	Invalid Payment Methodology/Correction Applied	Warning
316	Invalid Number of Payment Periods/Correction Applied	Warning
317	Invalid Cost Of Attendance/Correction Applied	Warning
318	Invalid Enrollment Status/Correction Applied	Warning
319	Invalid Weeks of Instructional Time in Program's Definition of Academic Year/Correction Applied	Warning
320	Invalid Weeks of Instructional Time Used to Calculate Payment/Correction Applied	Warning
321	Invalid Credit/Clock Hours in Program's Definition of Academic Year/Correction Applied	Warning
322	Invalid Credit/Clock Hours in all Payment Periods Expected to Complete this School Year/Correction Applied	Warning
323	Origination 'Over Paid' and Negative Disbursement Expected	Warning
324	Invalid Secondary Expected Family Contribution	Rejected

- RFMS rejects **duplicate records**. A duplicate record is one in which the origination ID and all other data on the record match an origination record already on file. (We will discuss the origination ID in detail later in this unit.)

  Obviously, two origination records that are completely different are not duplicates and would not be rejected for that reason. Here are two cases, however, in which the distinction is less clear:

  1) **Origination records that are identical and submitted for the same student by different schools.** If the attended campus IDs are different, the RFMS would accept both records.
  2) **A second origination record submitted by the same school with the same origination ID but with other data that is different.** This record would be considered a correction, not a duplicate, so the RFMS would accept it.

[Slide 2-8]

RFMS recalculates the award amount using data provided on the origination record, such as the EFC, cost of attendance, and enrollment status. If it recalculates an award amount different from what the school reported, one of two things happens:

1) RFMS changes the award amount downward if it calculates an award less than what the school reports. For example, if the school reported an award amount of $800 and RFMS calculated $400, the acknowledgment record would be returned with an accepted award amount equal to $400 and an action code of C indicating to the school that RFMS corrected data on the origination record.
2) On the other hand, if RFMS calculates an award greater than what the school reported, RFMS does not change the award amount but notes in an edit flag that a discrepancy exists. For example, if the school reported $400 as the award amount and RFMS calculated $800, the reported amount of $400 would be accepted. The school would need to submit a new origination record if $800 is the correct award.

[Slide 2-9]

Lesson 1 Exercise

Complete the following true/false quiz to review what you have learned so far about origination

True or False:

_____ You must have an accepted origination record on file at the RFMS for every student who receives a Federal Pell Grant

_____ The student must be enrolled at your school before you can transmit an origination record

_____ Your origination record will be rejected if another school has submitted an origination record for the same student

_____ You can send the origination record at the same time as the disbursement record

_____ You are required to disburse Pell Grant funds to the student on the dates you indicate on the origination record

_____ Your disbursement record will always be rejected if it reports a disbursement amount less than the award amount on the origination record

_____ Your origination record will be rejected if the student did not submit a valid, Pell Grant-eligible FAFSA

_____ You do need to notify RFMS if you submitted an origination record for a student and the student did not actually receive a Pell Grant

_____ The RFMS will reject your origination record if it calculates an award amount higher than the one you reported

_____ You are required to use EDExpress to create origination records

[Slide 2-10]

Lesson 2 - Enter Data Manually

Objectives

At the end of this lesson, you should be able to

1. Identify the three methods for creating origination records
2. Create an origination record manually
3. Save a new record
4. Identify the components of the origination ID

[Slide 2-11]

Creating Origination Records

The three methods to creating origination records in EDExpress are

- **Manual Entry.** You enter the data needed to originate the student's record on a case-by-case basis. This is the most time-consuming method. You will want to use this method only if you do not have an ISIR in your database for a student.
- **Import-ISIRs.** You import data into the Pell module from the ISIRs that you have already imported into the App Express module of EDExpress. Note that importing ISIRs for the purpose of creating origination records is a two-step process. First, you import the ISIR file received from the CPS into the App Express module. From there, you can print ISIRS, make corrections, and so on. Then, you need to import the ISIRs from the App Express module into the Pell module. You have five options when importing ISIRs from App Express
    1) Import New Eligible ISIRs—You can only import new eligible ISIRs from the last time you imported into Pell
    2) Import Packaging Data—If you use the packaging module of EDExpress, you can import the Pell Grant award into Pell
    3) Processed Date Range—Imports ISIRs processed during the date range you select
    4) Selection Criteria—Predefined and user-defined queries allow you to select certain records to import – for example, records within a specified EFC range. You do not have to use a query to get to the Select Records list
    5) Prompt for Duplicates
- **Import-External.** You import data into the Pell module from another on-campus system

[Slide 2-12]

Creating a New Demographic Record

We will first create an origination record manually. Manually creating an origination record involves two steps:

1) Create and save a demographic record, then

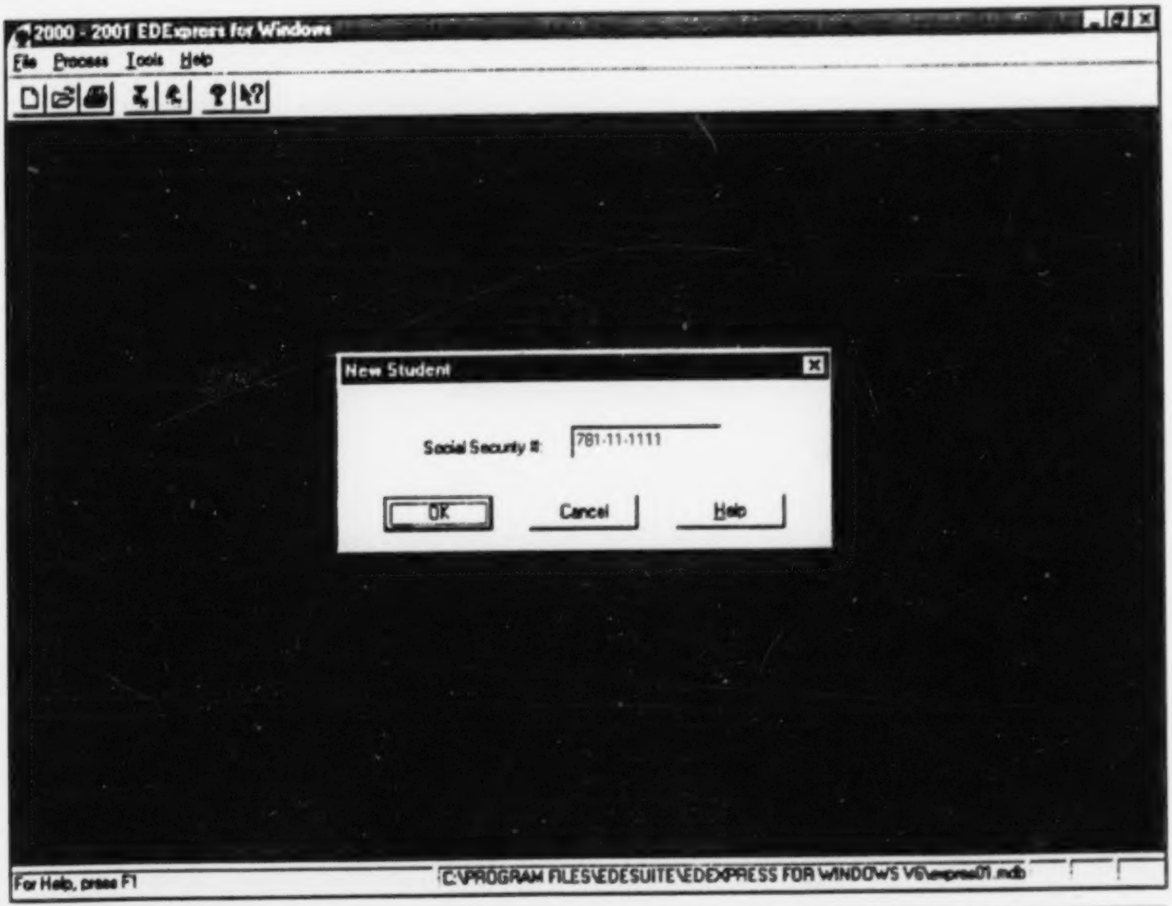
2) Create and save an origination record.

*To create a demographic record, select **File/New** from the menu bar.*

A box titled "New Student" prompts you to enter the student's SSN.

*Type the student's SSN and click **OK**.*

*For this example, enter **781-11-1111** for the SSN.*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
New Student
OK
Cancel
Help

Social Security #: 781-11-1111

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

*Enter the student's demographic information. In this example, enter **JANE SMITH** for the student's name.*

Click the diskette icon on the toolbar to save the demographic record.

*Click **OK** to indicate that the record is saved.*

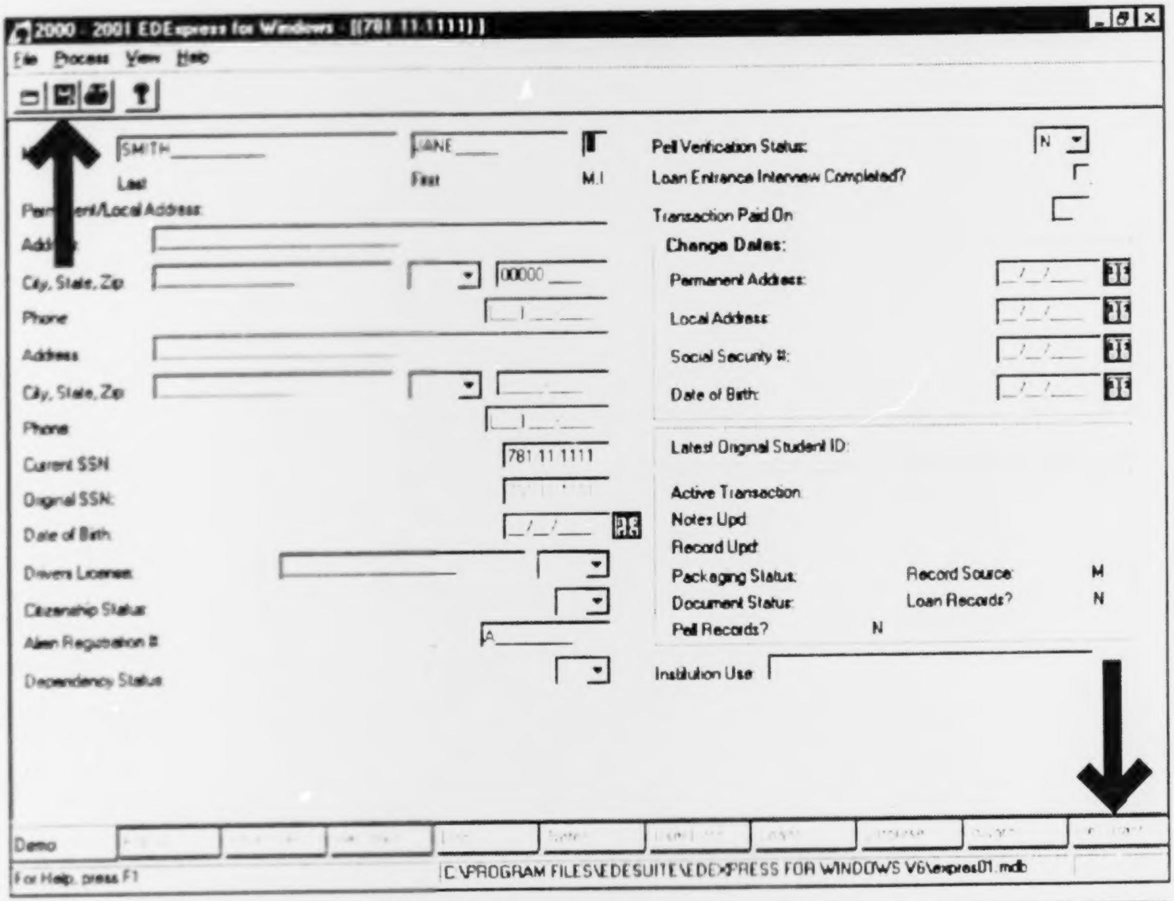
Click the Pell Grant tab on the lower right corner of the screen to move to the Pell Grant origination screen.

The demographic record screen is displayed.

The demographic record in EDExpress stores all of the student's demographic information, such as name, address, and phone number. You must enter information on this screen and save the demographic record before entering other financial aid information for the student.

Note: *If you have more than one transaction for a student, you may want to use the Transaction Paid On field. Enter the two-digit transaction number (for example, "02") that you will use to pay Pell Grant funds to the student.*

Tip: *Use the Tab key to move forward from field to field. Press the Shift key in combination with the Tab key to move in reverse from field to field.*


2000 - 2001 EDExpress for Windows - [(781 11 1111)]

Last: SMITH
First: JANE
City, State, Zip: 00000
Current SSN: 781 11 1111
Alien Registration #: A
Pell Verification Status: N
Record Source: M
Loan Records? N
Pell Records? N

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
File
Process
View
Help
Last
First
M.I
Permanent/Local Address:
Address
City, State, Zip
Phone
Address
City, State, Zip
Phone
Current SSN
Original SSN:
Date of Birth
Drivers License
Citizenship Status
Alien Registration #
Dependency Status
Loan Entrance Interview Completed?
Transaction Paid On
Change Dates:
Permanent Address:
Local Address:
Social Security #:
Date of Birth:
Latest Original Student ID:
Active Transaction
Notes Upd
Record Upd
Packaging Status:
Document Status:
Institution Use
Demo
For Help, press F1

Creating a New Origination Record

The Pell Grant origination screen appears. All of the student's Pell Grant information is entered and displayed on this screen.

A description of each data element appears in the four-page table that follows this page.

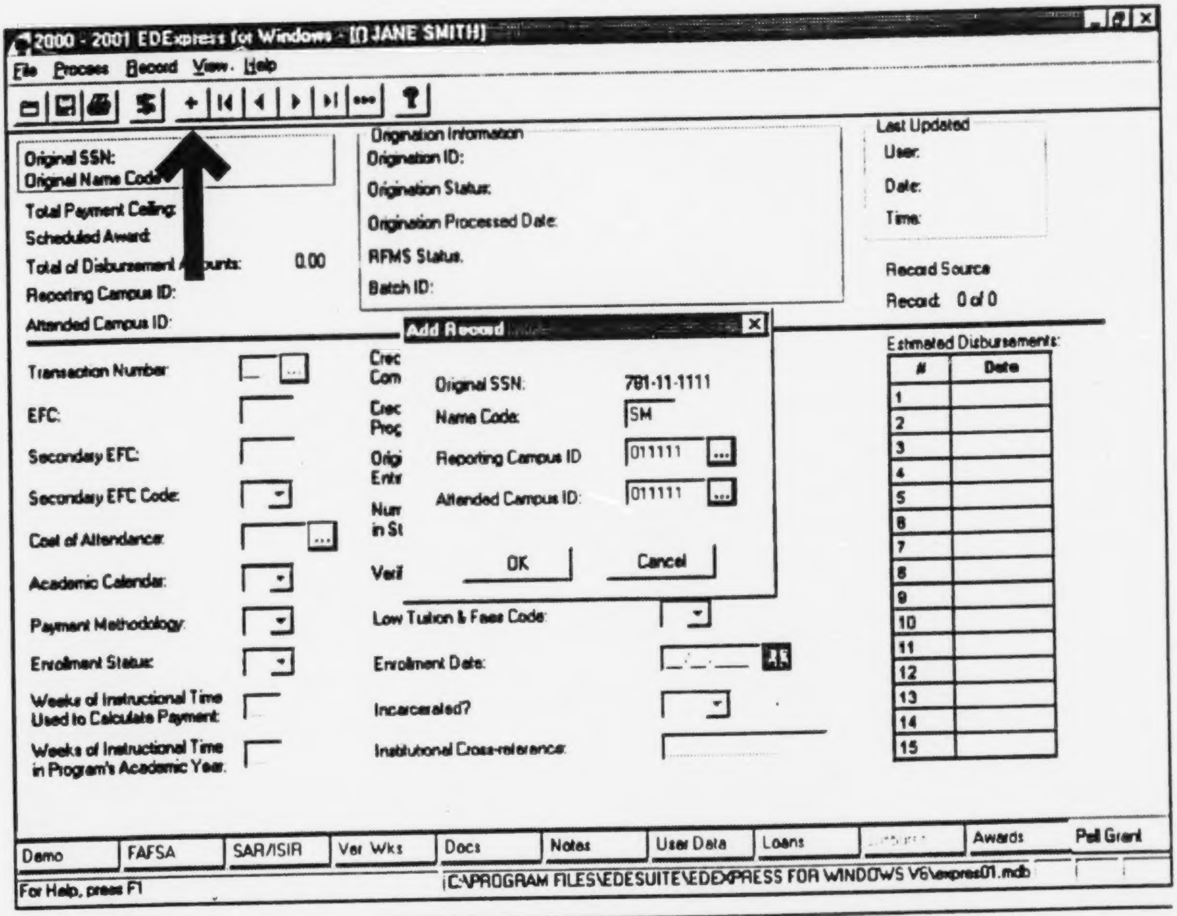
Tip: Verify that the SSN and the name code match the SAR/ISIR you are using. Incorrect SSN and name code entries will cause a rejection at the RFMS.

*Click the **+** button on the toolbar to create an origination record.*

An "Add Record" box appears.

*Type the first two letters of the student's last name as the Name Code, then click **OK**.*

*In this example, enter **SM** as the Name Code.*



2000 - 2001 EDExpress for Windows - [0 JANE SMITH]

Total of Disbursement Amounts: 0.00

Record: 0 of 0

Add Record

Original SSN: 781-11-1111
Name Code: SM
Reporting Campus ID: 011111
Attended Campus ID: 011111

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

For Help, press F1

File
Process
Record
View
Help
Original SSN:
Original Name Code:
Total Payment Ceiling:
Scheduled Award:
Reporting Campus ID:
Attended Campus ID:
Origination Information
Origination ID:
Origination Status:
Origination Processed Date:
RFMS Status:
Batch ID:
Last Updated
User:
Date:
Time:
Record Source
Transaction Number:
EFC:
Secondary EFC:
Secondary EFC Code:
Cost of Attendance:
Academic Calendar:
Payment Methodology:
Enrollment Status:
Weeks of Instructional Time Used to Calculate Payment:
Weeks of Instructional Time in Program's Academic Year:
Low Tuition & Fees Code:
Enrollment Date:
Incarcerated?
Institutional Cross-reference:
Estimated Disbursements:
#
Date
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
OK
Cancel
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
Pell Grant

BEST COPY AVAILABLE

Field Name	Field Description	Valid Field Values
Display Only Fields:		
Original SSN	Student's Social Security Number from the original FAFSA	Student's Social Security Number
Original Name Code	The first two characters of the student's last name from the original FAFSA	Use only uppercase letters (A-Z), period ( ), apostrophe ('), or dash (-). Can be blank.
Total Payment Ceiling	This is calculated from the payment schedule, EFC, payment methodology, and eligibility used from transfer and multiple institution origination records	00000 – 03300
Scheduled Award	The amount that would be paid to a full-time student for a full academic year within this Pell Grant award year based on the EFC and COA	See the Payment Schedule under **Tools/Browse/Global/Payment Schedule**
Total of Disbursement Amounts	The amount of total funds disbursed for this payment period	Dollar amount of disbursements
Reporting Campus ID	The Pell Institution number of the campus administering the Federal Pell Grant Program	The Pell ID assigned to the campus. This is a six-digit number
Attended Campus ID	The Pell ID of the attended campus	A valid Pell Institution number for a campus or location eligible to participate in the program
Origination Information:		
Origination ID	Unique ID assigned by Pell when the record is created	23 characters long and is composed of the student's SSN, name code, award year, attended campus Pell ID, and the origination sequence # assigned by EDExpress
Origination Status	The current status of the origination record	A = Accepted B = Batched E = Error N = Not Ready R = Ready T = Transfer
Origination Processed Date	The date that RFMS accepted the student's record	System generated
RFMS Status	The current RFMS process status of the student's record	A = Accepted C = Corrected E = Rejected
Batch ID	The number of the batch ID that contained the origination record	System generated

Field Name	Field Description	Valid Field Values
Last Updated:		
User	The user who made the last update	System generated
Date	The date the last update was made	System generated
Time	The time the last update was made	System generated
Record Source	Displays how the student's record was created	E = External import I = ISIR Originated M = Manually Originated
Record	The sequential number of this record in the database, along with the total number of records in its category	System generated
Updateable Fields:		
Transaction Number	Identifies a valid Pell-eligible transaction used to calculate and disburse the student's award	System generated
EFC	The Estimated Family Contribution for the student that appears on the SAR or ISIR. It is used with the COA to determine the scheduled Federal Pell Grant	00000-03100
Secondary EFC	The student's secondary EFC amount, found on the SAR or ISIR	00000-03100
Secondary EFC Code	Indicates whether the EFC or the Secondary EFC is represented	S = Award based on Secondary EFC O = Award previously based upon Secondary EFC Blank = Award based on Primary EFC
Cost of Attendance	A five-digit number used with the EFC, to determine the student's scheduled Federal Pell Grant	00000-99999 only. This field cannot be blank
Academic Calendar	Applies to the student's educational program. Must be valid or system-accepted to process the record	1 = Credit hour 2 = Quarter 3 = Semester 4 = Trimester 5 = Clock hour 6 = Credit hour without terms
Payment Methodology	Identifies which of the standard formulas are used to calculate student awards	Formula 1 - 5. For more information on formulas, see Chapter 4 of the Federal Student Financial Aid Handbook 2000-2001

Field Name	Field Description	Valid Field Values
Updateable Fields:		
Enrollment Status	The student's expected enrollment status for the award year	1 = Full time 2 = Three-quarter time 3 = Half- time 4 = Less than half-time 5 = Other
Weeks of Instructional Time Used to Calculate Payment	The number of weeks used to calculate payment for this payment period	PM2 = Weeks of instructional time in fall through spring terms PM3 = Weeks of instructional time in all terms expected to complete this school year PM4 = Weeks of instructional time for a full-time student to complete hours in program or hours in the academic years Payment Methodology PM5B = Same as Payment Methodology 3
Weeks of Instructional Time in Program's Academic Year	The number of weeks of instructional time in the programs' academic year	Blank = Schools using payment methodology 1 30-78 = All other payment methods
Credit/Clock Hours Expected to Complete This School Year	The number of credits or clock hours the student is expected to complete during this payment period	Numeric value representing the number of credits or clock hours
Credit/Clock Hours in Program's Academic Year	The number of credits or clock hours in the program's academic year definition	Numeric value representing the number of credits or clock hours
Origination Award Amount for Entire School Year	The amount of the student's Pell Grant award for the entire school year. Any increase to this figure must be submitted to RFMS	Full-time = Same as the Scheduled Federal Pell Grant Half-time = From half-time disbursement schedule for this student's EFC and COA Three-quarter time = From three-quarter time disbursement schedule for this student's EFC and COA Other = Same as Scheduled Federal Pell Grant Less than half-time = From less than ½ time disbursement schedule for this student's EFC and COA

Field Name	Field Description	Valid Field Values
Updateable Fields:		
Number of Payment Periods in Student's school year	The number of terms or payment periods in the student's school year. For schools required to submit special disbursements, this field must have a valid value	Numeric value for the number of payment periods
Verification Status Code	A code that best describes the method under which you made payment to the student, as described in the *Verification Handbook*	N = Not selected by CPS A = Accurate data W = Without documentation T = Tolerance C = Calculated R = Reprocessed. Invalid code unless the SAR/ISIR transaction number > 01
Low Tuition & Fees Code	For the low tuition to apply to your school, the tuition cost must fall into one of these ranges. If left blank, the low tuition does not apply	1 = 0 2 = 149 3 = 150-199
Enrollment Date	The first date the student was enrolled in an eligible program for the school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but will be paid from 2000-2001 funds, report the actual start date of the student's classes for that payment period	Valid date format, MMDDYYYY
Incarcerated?	Used to determine if a student is incarcerated in a federal or state penal institution, since they are not eligible to receive Federal Pell Grants	Blank = Not Incarcerated Y = Yes, the student is incarcerated in a federal or state penal facility and is otherwise not eligible to receive a Federal Pell Grant N = No (or no longer) incarcerated, if the student was previously reported as incarcerated
Institutional Cross-reference	Used to input any cross-reference information useful to the institution to identify student records internally	Any keyboard character (except the pipe symbol) or leave this field blank
Estimated Disbursement Dates	The date an institution expects to make a disbursement to a student	Valid date format, MMDDYYYY

A partial origination record has been created. Note that all fields in yellow must contain data before a complete origination record can be saved.

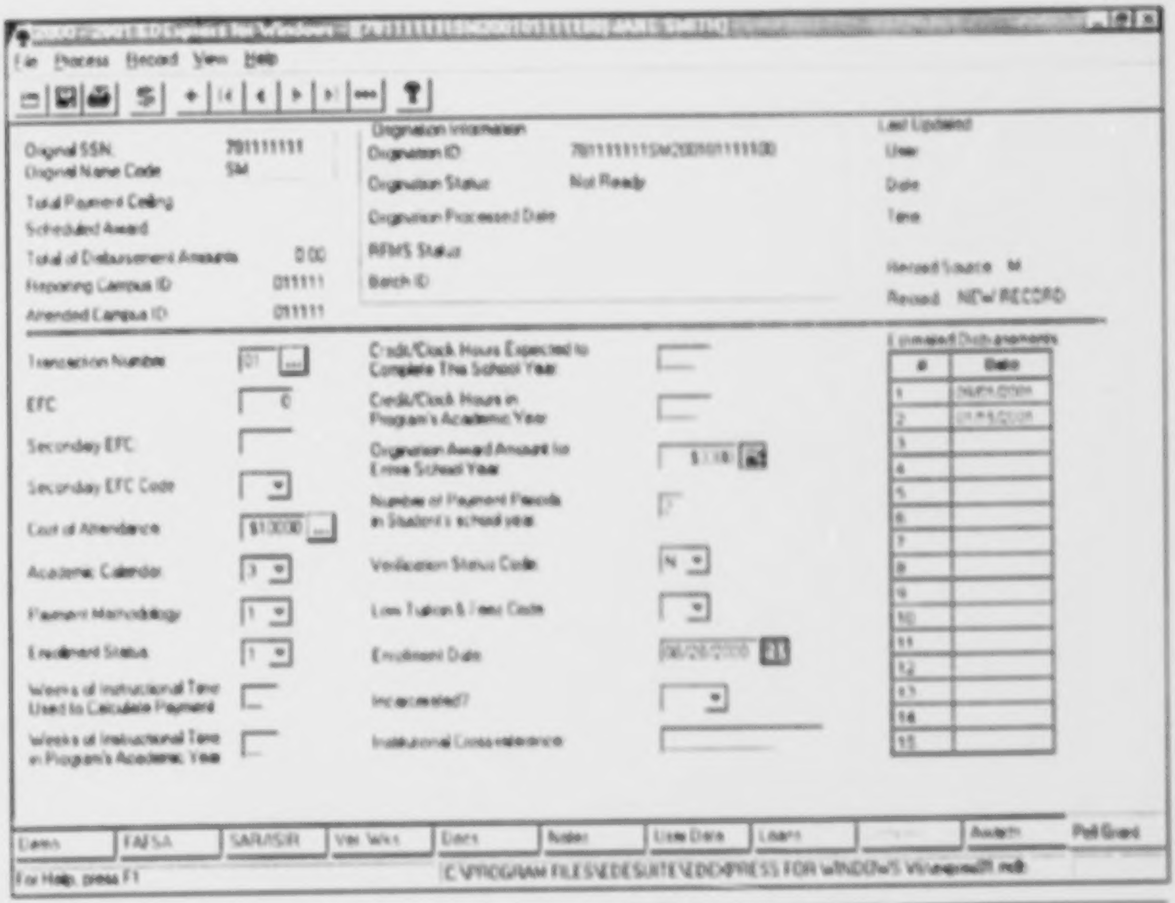
Many of the data fields are filled in automatically with the information you provided in Institution Setup, including cost of attendance, academic calendar, payment methodology, number of payment periods in student's school year, enrollment date, and estimated disbursement dates. If this information is not correct for a particular student, change it on this screen.

Four required fields need to be entered manually: transaction number, EFC, award amount for the entire school year and verification status code.

*Enter information about the student. In this example, enter **01** for the transaction number, **0** for the EFC, **3300** for the award amount, and **N** (for not selected) as the verification code.*

Verify that the default information entered in Institution Setup is correct for this student and change as necessary. In this example, we have determined that all of the information is correct for the student.

Tip: *Press the F1 key to see the valid entries for a required field.*



2000-2001 EDExpress for Windows - [701111111SM200101111100] JANE SMITH]

Original SSN: 701111111
Original Name Code: SM
Total Payment Ceiling
Scheduled Award
Total of Disbursement Amounts: 0.00
Reporting Campus ID: 011111
Attended Campus ID: 011111

Origination Information
Origination ID: 701111111SM200101111100
Origination Status: Not Ready
Origination Processed Date
RFMS Status
Batch ID

Last Updated
User
Date
Time

Record Source: M
Record: NEW RECORD

Transaction Number: 01
EFC: 0
Secondary EFC
Secondary EFC Code
Cost of Attendance: $10000
Academic Calendar: 3
Payment Methodology: 1
Enrollment Status: 1
Weeks of Instructional Time Used to Calculate Payment
Weeks of Instructional Time in Program's Academic Year

Credit/Clock Hours Expected to Complete This School Year
Credit/Clock Hours in Program's Academic Year
Origination Award Amount for Entire School Year: $3,300
Number of Payment Periods in Student's school year: 2
Verification Status Code: N
Low Tuition & Fees Code
Enrollment Date: 08/28/2000
Incarcerated?
Institutional Cross-reference

Estimated Disbursements

#	Date
1	[illegible]
2	[illegible]
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

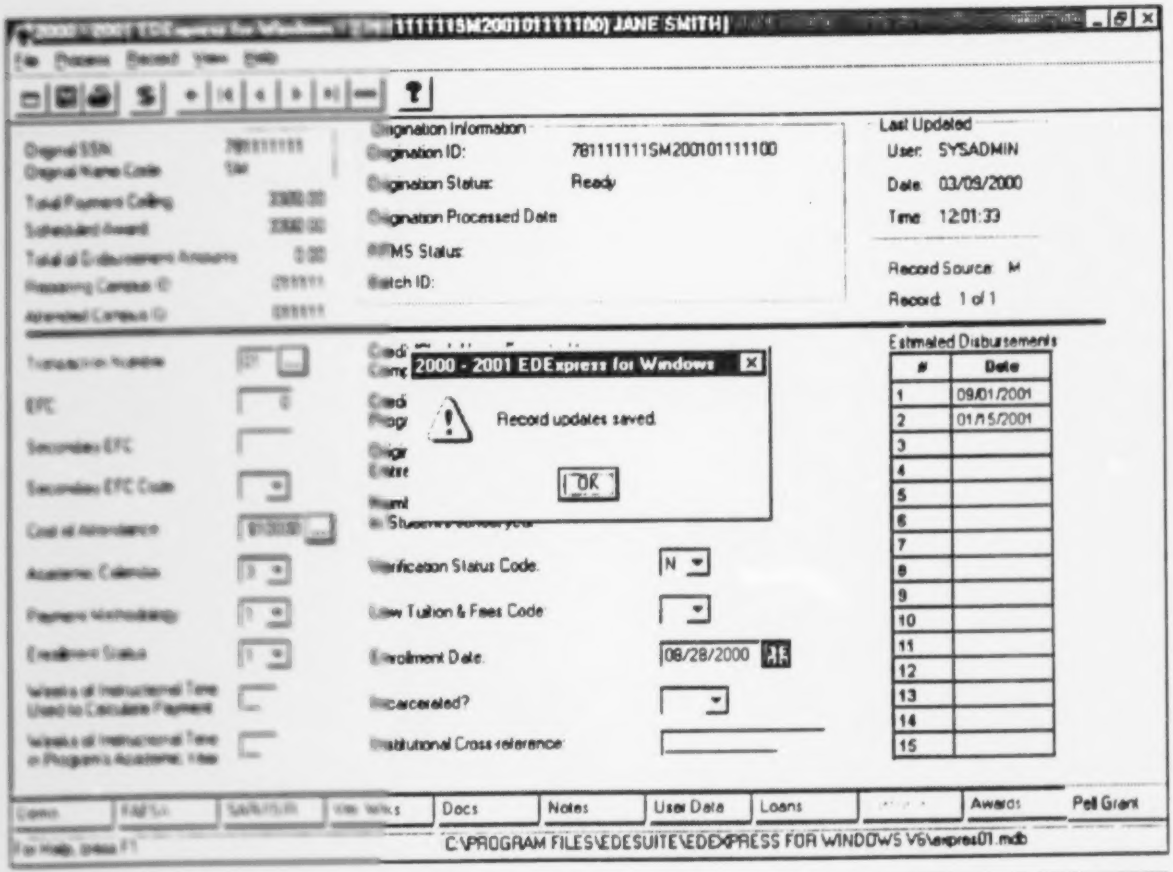
Save the record after entering the required information about the student. When you save, EDExpress makes sure that all of the required information is present and checks to ensure that the data is logical and consistent.

Reminder *If you enter pennies on the Origination record, RFMS will truncate them.*

Click the ***diskette*** *icon on the toolbar to save the record.*

Click ***Yes*** *to mark the record as being ready to send to the RFMS.*

Click ***OK*** *to acknowledge that the record updates have been saved.*



Origination Information
Origination ID: 781111111SM200101111100
Origination Status: Ready
Origination Processed Date
RFMS Status:
Batch ID:

Last Updated
User: SYSADMIN
Date: 03/09/2000
Time: 12:01:33

Record Source: M
Record: 1 of 1

2000 - 2001 EDExpress for Windows
Record updates saved.
OK

Verification Status Code: N
Low Tuition & Fees Code:
Enrollment Date: 08/28/2000
Incarcerated?:
Institutional Cross-reference:

Estimated Disbursements

#	Date
1	09/01/2001
2	01/15/2001
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Origination Status and Record Source

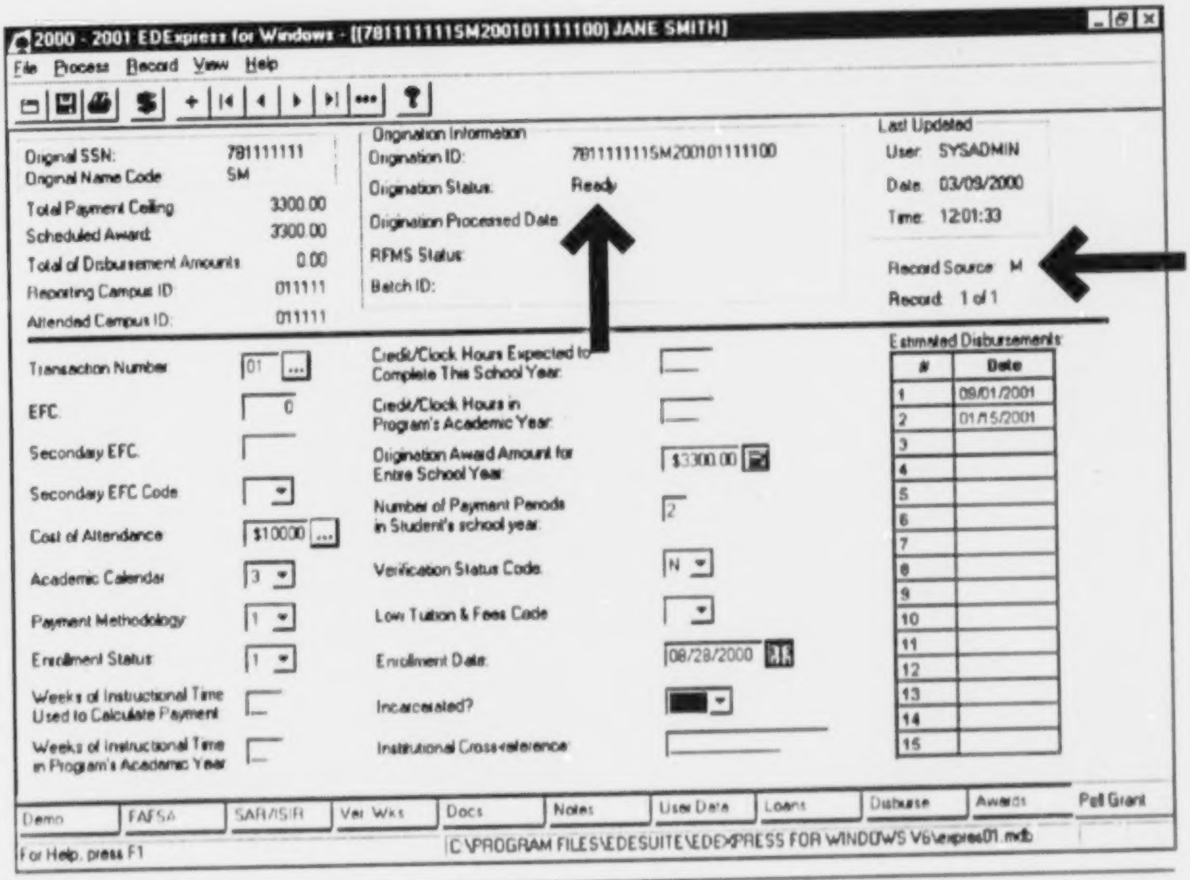
Note the origination status. When the record is saved, the origination status changes from "Not Ready" to "Ready," meaning that the record has passed all edits and is ready to be batched for transmission to the RFMS. Use the origination status code to keep track of the status of the record. Other origination statuses are:

- Batched
- Accepted
- Error
- Transfer

NEW!

Also note the Record Source. This indicates how the origination record was created. The values are:

M = Manual
I = ISIR Import
P = ISIR Import with Packaging Data
E = External Add


2000 - 2001 EDExpress for Windows - [(781111111SM200101111100) JANE SMITH]
File
Process
Record
View
Help
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

Original SSN: 781111111
Original Name Code: SM
Total Payment Ceiling: 3300.00
Scheduled Award: 3300.00
Total of Disbursement Amounts: 0.00
Reporting Campus ID: 011111
Attended Campus ID: 011111

Origination Information
Origination ID: 781111111SM200101111100
Origination Status: Ready
Origination Processed Date:
RFMS Status:
Batch ID:

Last Updated
User: SYSADMIN
Date: 03/09/2000
Time: 12:01:33

Record Source: M
Record: 1 of 1

Transaction Number: 01
EFC: 0
Secondary EFC:
Secondary EFC Code:
Cost of Attendance: $10000
Academic Calendar: 3
Payment Methodology: 1
Enrollment Status: 1
Weeks of Instructional Time Used to Calculate Payment:
Weeks of Instructional Time in Program's Academic Year:

Credit/Clock Hours Expected to Complete This School Year:
Credit/Clock Hours in Program's Academic Year:
Origination Award Amount for Entire School Year: $3300.00
Number of Payment Periods in Student's school year: 2
Verification Status Code: N
Low Tuition & Fees Code:
Enrollment Date: 08/28/2000
Incarcerated?:
Institutional Cross-reference:

Estimated Disbursements:

#	Date
1	09/01/2001
2	01/15/2001
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

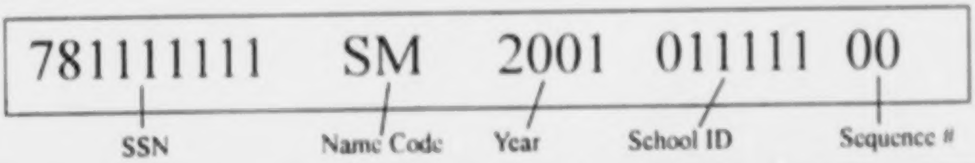
Origination ID

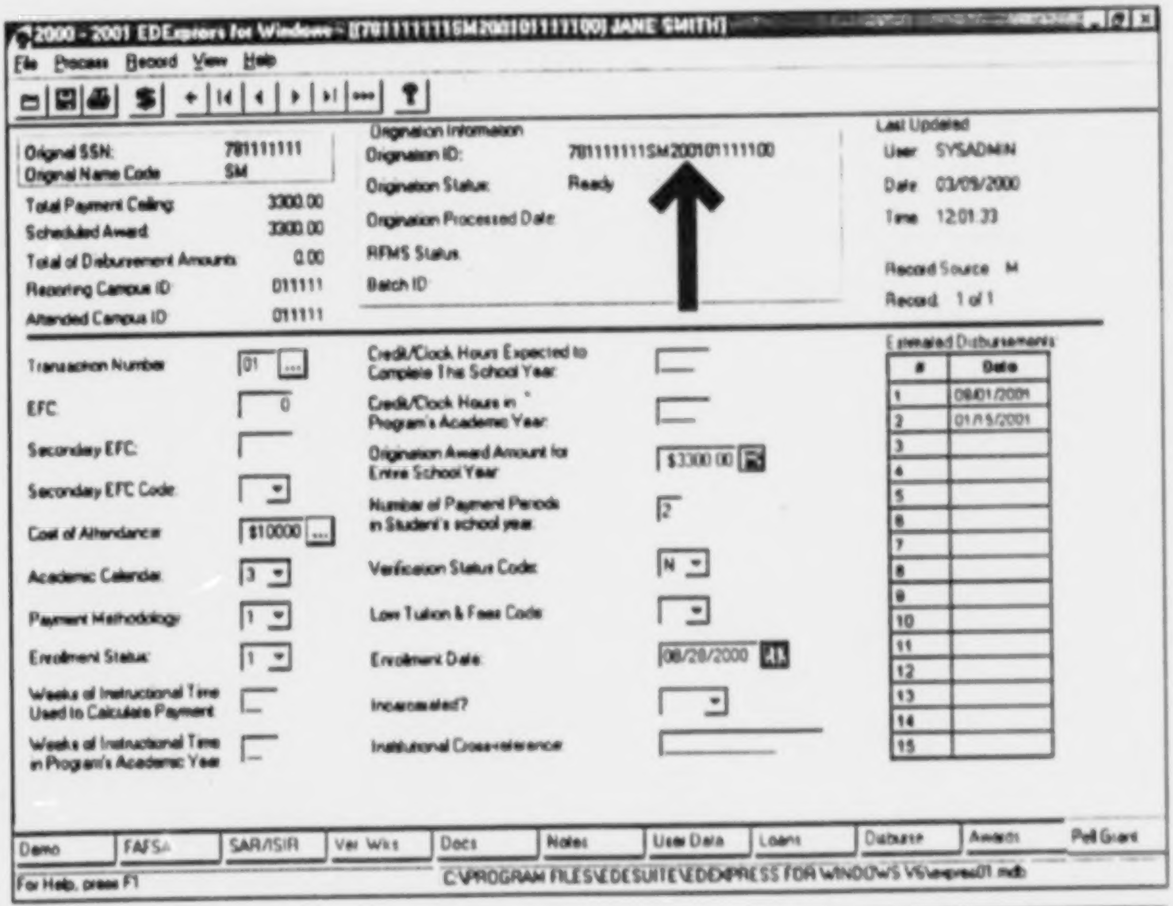
Also note that an origination ID has been created for the record. This number will be used to track the student's record in the RFMS.

The ID has five components:

- The first nine digits are the student's original SSN.
- Then come the first two letters of the student's last name, known as the original name code.
- Next is the latter half of the award year, in this case 2001 for 2000-2001.
- Then the Federal Pell Grant ID of the campus that the student is attending.
- The last two digits of the origination ID is a sequence number. For 2000-2001, this will always be "00." This is a placeholder for future use.

[Slide 2-13]





2000 - 2001 EDExpress for Windows - [[781111111SM200101111100] JANE SMITH]

Original SSN: 781111111
Original Name Code: SM
Total Payment Ceiling: 3300.00
Scheduled Award: 3300.00
Total of Disbursement Amounts: 0.00
Reporting Campus ID: 011111
Attended Campus ID: 011111

Origination Information
Origination ID: 781111111SM200101111100
Origination Status: Ready
Origination Processed Date:
RFMS Status:
Batch ID:

Last Updated
User SYSADMIN
Date 03/09/2000
Time 12:01:33
Record Source M
Record 1 of 1

Transaction Number: 01
EFC: 0
Secondary EFC:
Secondary EFC Code:
Cost of Attendance: $10000
Academic Calendar: 3
Payment Methodology: 1
Enrollment Status: 1
Weeks of Instructional Time Used to Calculate Payment:
Weeks of Instructional Time in Program's Academic Year:

Credit/Clock Hours Expected to Complete The School Year:
Credit/Clock Hours in Program's Academic Year:
Origination Award Amount for Entire School Year: $3300.00
Number of Payment Periods in Student's school year: 2
Verification Status Code: N
Low Tuition & Fees Code:
Enrollment Date: 08/28/2000
Incarcerated?:
Institutional Cross-reference:

Estimated Disbursements

#	Date
1	08/01/2001
2	01/15/2001
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Total Payment Ceiling and Scheduled Award

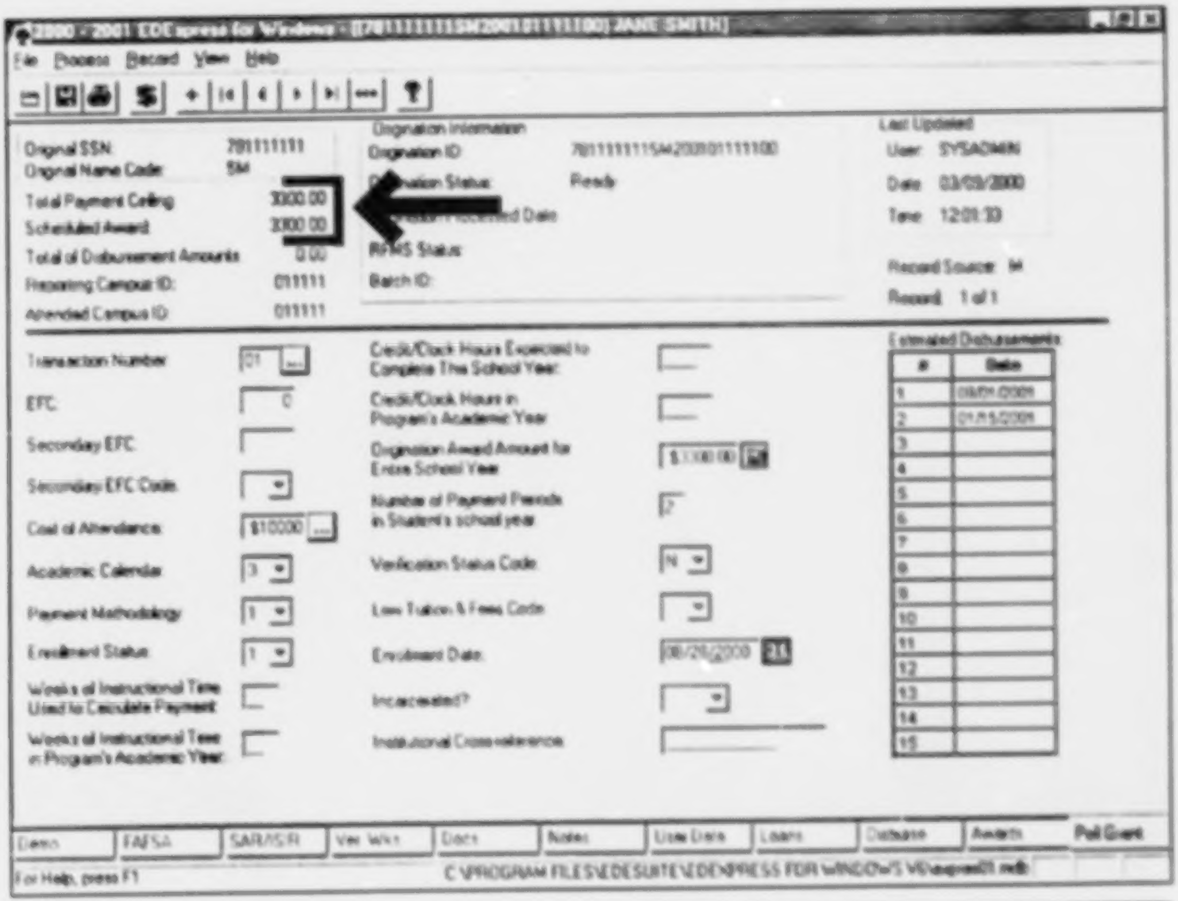
*Select **File/Close** from the menu bar to close the record*

Also note that two amounts are calculated when the student's origination record is saved

- Total Payment Ceiling
- Scheduled Award

The Total Payment Ceiling is the maximum available award that a student can receive during a full academic year for a given enrollment status, EFC, and cost of attendance. This amount is also based on the payment methodology and amount paid to date

The Scheduled Award is the amount to be paid to a full-time student for a full academic year within the Pell Grant award year based upon the student's EFC and cost of attendance



Original SSN: 781111111
Original Name Code: SM
Total Payment Ceiling: 3300.00
Scheduled Award: 3300.00
Total of Disbursement Amounts: 0.00
Reporting Campus ID: 011111
Attended Campus ID: 011111

Origination Information
Origination ID: 781111111SM2001011111100
Origination Status: Ready
Origination Processed Date:
RFMS Status:
Batch ID:

Last Updated
User: SYSADMIN
Date: 03/09/2000
Time: 12:01:33
Record Source: M
Record: 1 of 1

Transaction Number: 01
EFC: 0
Secondary EFC:
Secondary EFC Code:
Cost of Attendance: $10000
Academic Calendar: 3
Payment Methodology: 1
Enrollment Status: 1
Weeks of Instructional Time Used to Calculate Payment:
Weeks of Instructional Time in Program's Academic Year:

Credit/Clock Hours Expected to Complete This School Year:
Credit/Clock Hours in Program's Academic Year:
Origination Award Amount for Entire School Year: $3,300.00
Number of Payment Periods in Student's school year: 2
Verification Status Code: N
Low Tuition & Fees Code:
Enrollment Date: 08/28/2000
Incarcerated?:
Institutional Cross-reference:

Estimated Disbursements

#	Date
1	09/01/2000
2	01/15/2001
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Lesson 2 Exercise

Scenario:

You are a financial aid administrator at SFA University. George Jones, a new student at your school, brings his SAR to you. You have not yet received his ISIR because he did not indicate SFA University on his FAFSA. However, you want to go ahead and create an origination record for him anyway.

George's information follows

SSN	**891-11-1111**
Transaction Number	**01**
EFC	**372**
Enrollment status	**Half-time**
Origination Award Amount for Entire Year	**1475**
Verification Status	**N**

Instructions:

1. Create and save an origination record for George Jones using the steps provided below.
2. Answer the questions at the end of the exercise.

Step	Action	
1	Select **File/New** from the menubar.	☐
2	Type the SSN, then click **OK.** The demographic record is displayed.	☐
3	Type the student's last and first name.	☐
4	Click the diskette icon to save the record.	☐
5	Click **OK**.	☐
6	Click on the Pell Grant tab to move to the Pell Grant origination screen.	☐
7	Click on the **+** button on the toolbar to create a new record.	☐
8	Type the student's name code and click **OK.**	☐
9	Enter the student's information in the appropriate fields. Press **Tab** to move forward through the fields. Press **Shift-Tab** to move in reverse.	☐
10	Click the **diskette** icon to save the record.	☐
11	Click **Yes** to mark the record as ready for transmission.	☐
12	Click **OK** to acknowledge that the record updates have been saved.	☐
13	Select **File/Close** from the menu bar.	☐

Slide 2-14]

Lesson 2 Exercise, continued

1. What function key is used to see what data is acceptable for required fields?

2. What numeric code is associated with half-time enrollment status?

3. What is George Jones' Total Payment Ceiling?

4. What would George Jones' Total Payment Ceiling be if he was attending full-time?

5. Is George Jones' record ready to be batched for transmission to the RFMS?

Lesson 3 - Enter Data Using ISIR Import

Objectives

At the end of this lesson, you should be able to

1. Create origination records by importing ISIRs
2. Identify the ways to select records to import

[Slide 2-15]

Importing ISIRs into App Express

*Select **File/Import** from the menu bar*

Click the App Express tab

The Import Type field allows you to choose exactly what type of ISIR data you want to import. In this example, we have chosen to import ISIR Data - Automatic.

*Click **File** and select the ISIR file to import.*

*In this example, click **SARA010P.DAT***

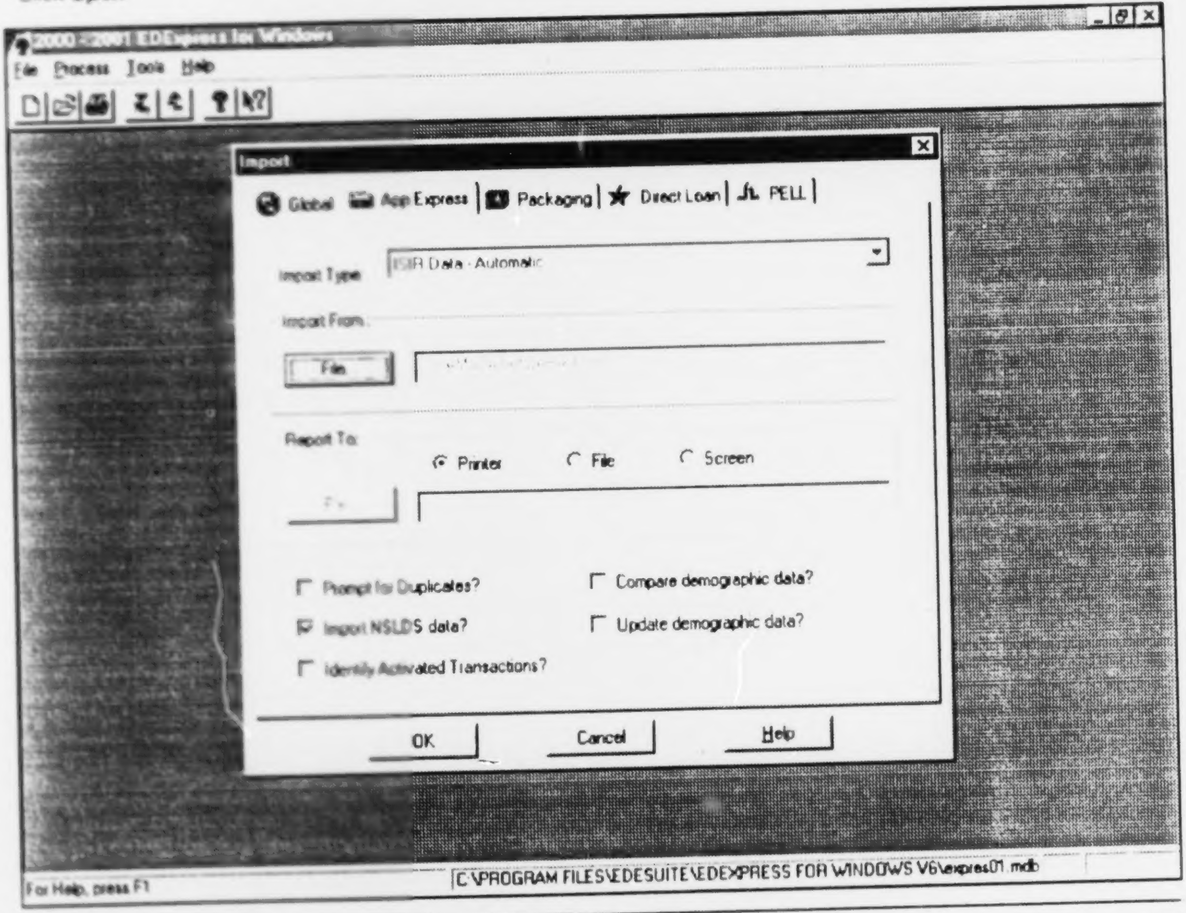
*Click **Open***

Data processed by the CPS is sent to you over the Student Aid Internet Gateway in the form of an ISIR.

Importing data into the Pell module from ISIRs is a much less time-consuming method of creating origination records than manual entry.

***Remember:** Importing Pell data is a two-step process. First, you import the ISIR file received from the CPS into the App Express module. Then, you import the ISIRs from the App Express module into the Pell module.*

The class file name and location are listed in the Import From field. The location is always C:\IAM\DATA unless you defined it differently when setting up your software.


2000-2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
File
OK
Cancel
Help
For Help, press F1

Import Type: ISIR Data - Automatic

Import From:

Report To: ● Printer ○ File ○ Screen

☐ Prompt for Duplicates?
☑ Import NSLDS data?
☐ Identify Activated Transactions?
☐ Compare demographic data?
☐ Update demographic data?

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

A batch report shows how many records were imported into the App Express module of EDExpress. If the record is already in the database, it is skipped during the import process. The report indicates the number of skipped records.

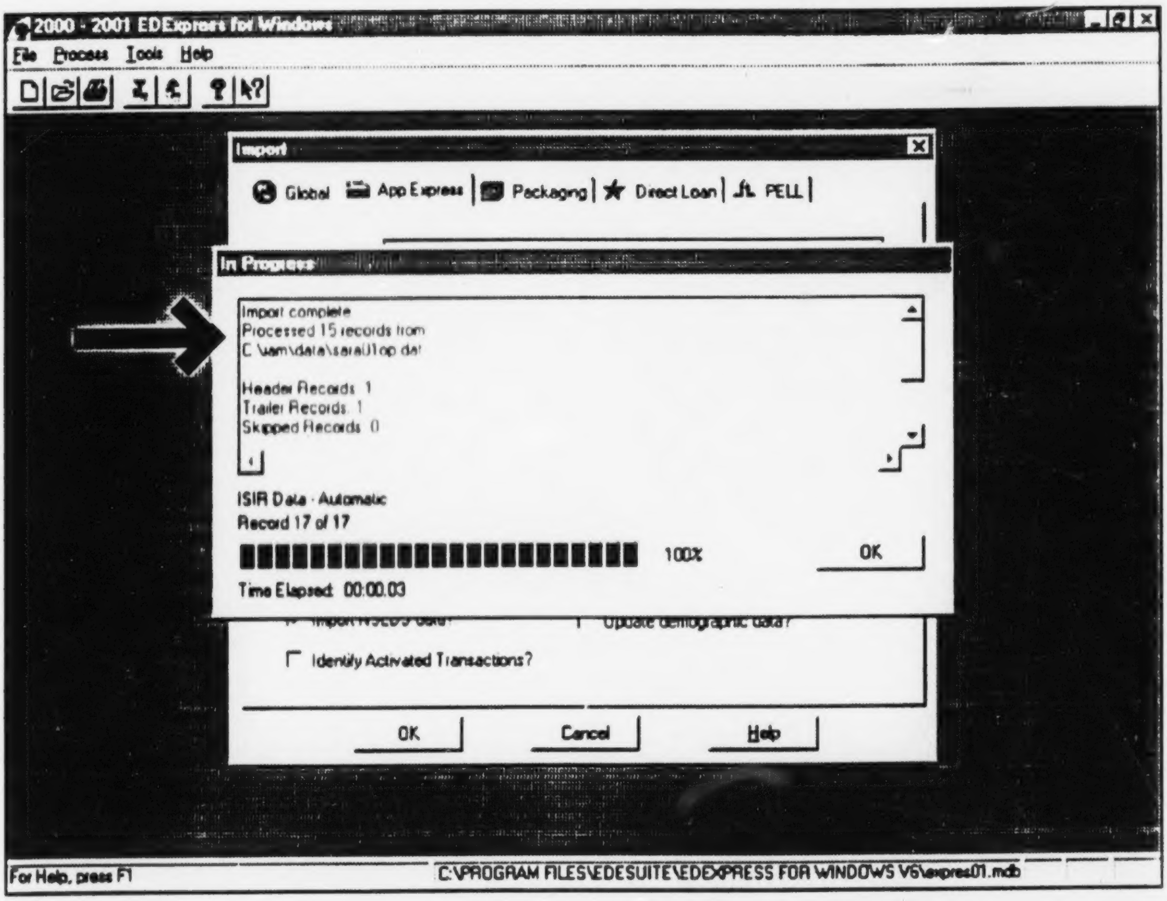
Note: When you import a file, EDExpress renames the file so that BK are the last two characters in its name. This helps you identify the files that have been imported. For example, if you import a file called SARA01OP.DAT, EDExpress renames it SARA01BK.DAT.

Click the Printer, File, or Screen button in the Report To field to select an output destination for the edit report. In this example, we have selected Screen.

*Click **OK** to begin importing the records.*

A report shows how many records were imported. In this example, 15 records were imported.

*Click **OK** to continue.*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
In Progress
OK
Identify Activated Transactions?
OK
Cancel
Help
For Help, press F1

```
Import complete
Processed 15 records from
C:\sam\data\sara01op.dat

Header Records: 1
Trailer Records: 1
Skipped Records: 0
```

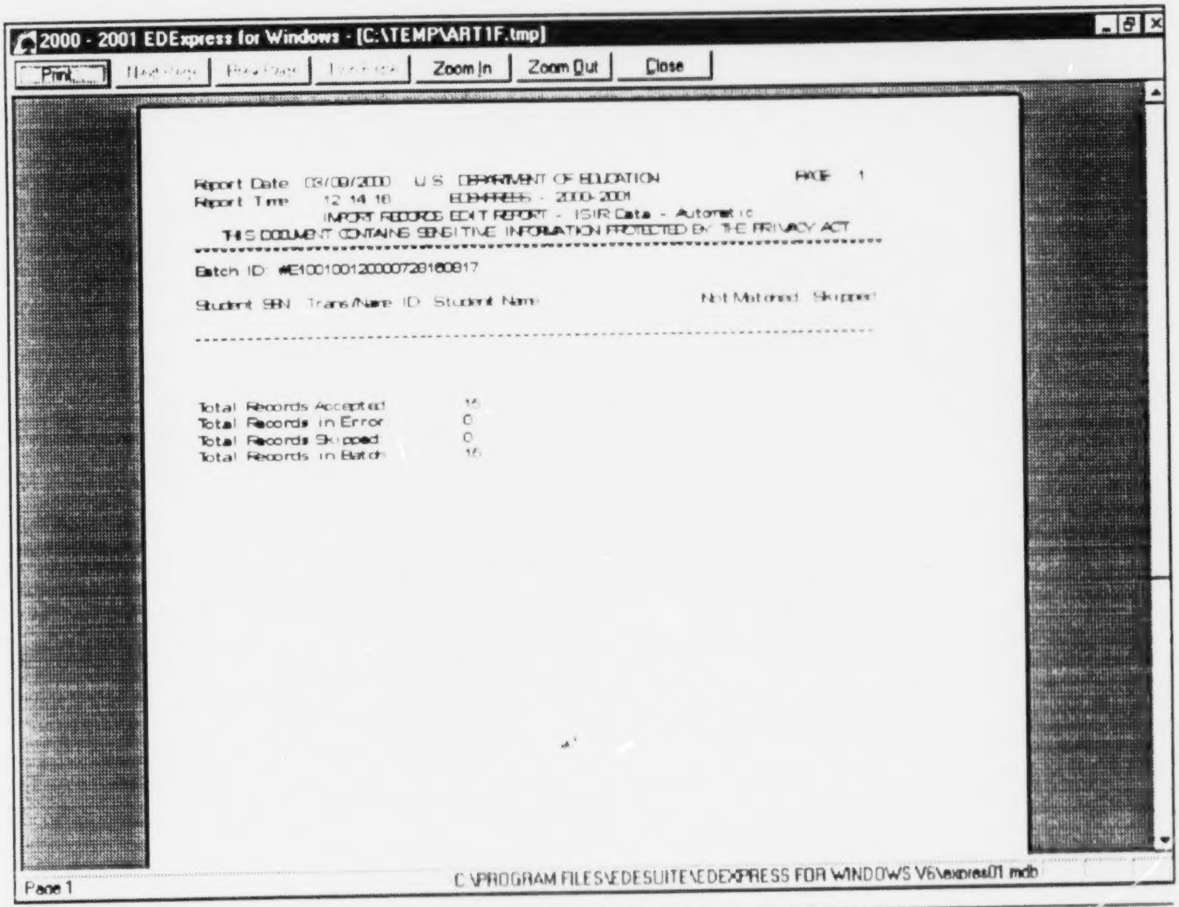
ISIR Data - Automatic
Record 17 of 17
100%
Time Elapsed: 00:00.03

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Click the Close button on the toolbar to continue

The Import Records Edit Report appears This report lists the SSNs of the records that were skipped or were in error

Tip: You can enlarge the report by clicking on it or by clicking on the Zoom In button on the toolbar


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART1F.tmp]
Print...
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

```
Report Date  03/08/2000   U S  DEPARTMENT OF EDUCATION            PAGE   1
Report Time    12 14 16         EDEXPRESS - 2000-2001
               IMPORT RECORDS EDIT REPORT -  ISIR Data  -  Automatic
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
-----------------------------------------------------------------------------
Batch ID  #E100100120000728160817

Student SSN  Trans/Name ID  Student Name                 Not Matched  Skipped

-----------------------------------------------------------------------------



Total Records Accepted          16
Total Records in Error          0
Total Records Skipped           0
Total Records in Batch          16
```

Importing ISIRs into Pell

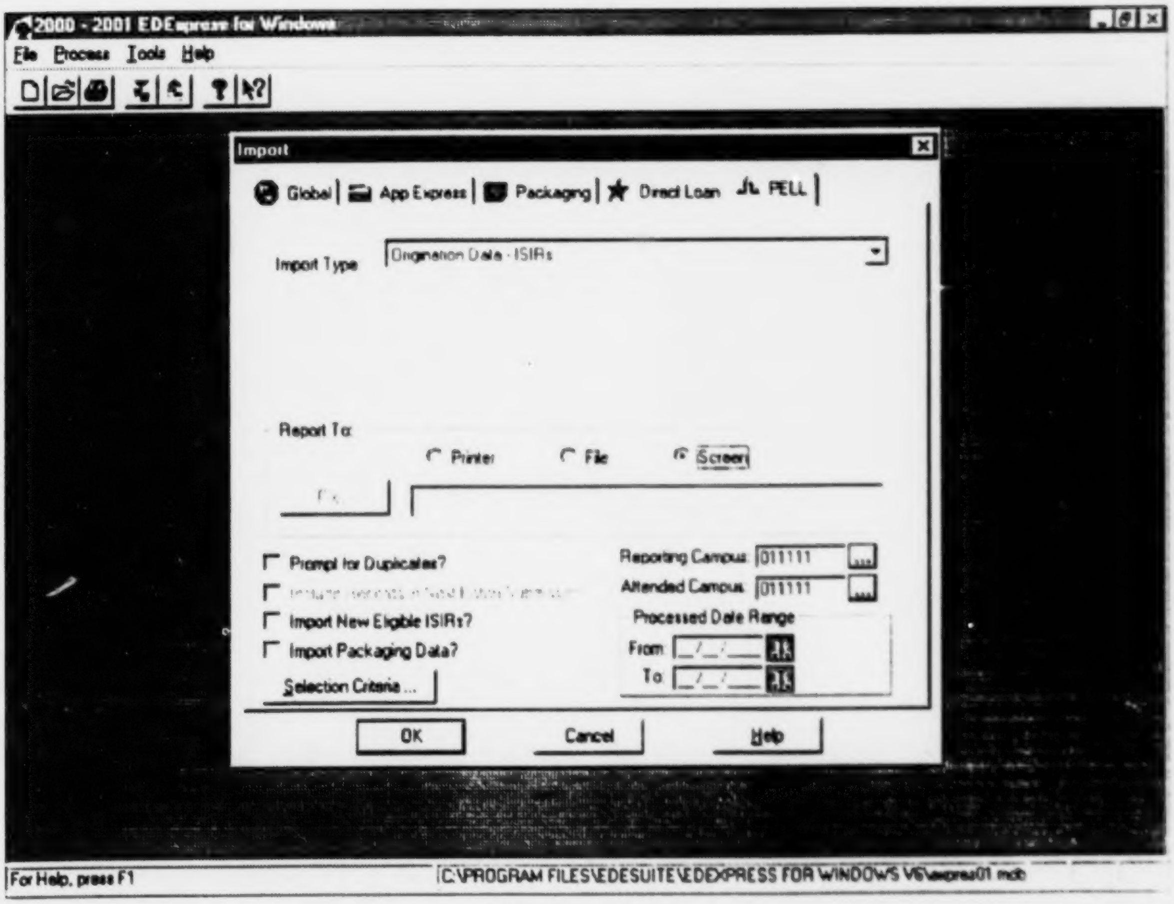
Next, import the ISIRs in your App Express database into your Pell database

Select ***File/Import*** *from the menu bar*

Click the Pell tab

Select ***Origination Data-ISIRs*** *as the Import Type*

Click ***Screen*** *to send the edit report to the screen*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
PELL
File
Selection Criteria ...
OK
Cancel
Help

Import Type: Origination Data - ISIRs

Report To: ○ Printer ○ File ● Screen

☐ Prompt for Duplicates?
☐ [illegible]
☐ Import New Eligible ISIRs?
☐ Import Packaging Data?

Reporting Campus: 011111
Attended Campus: 011111

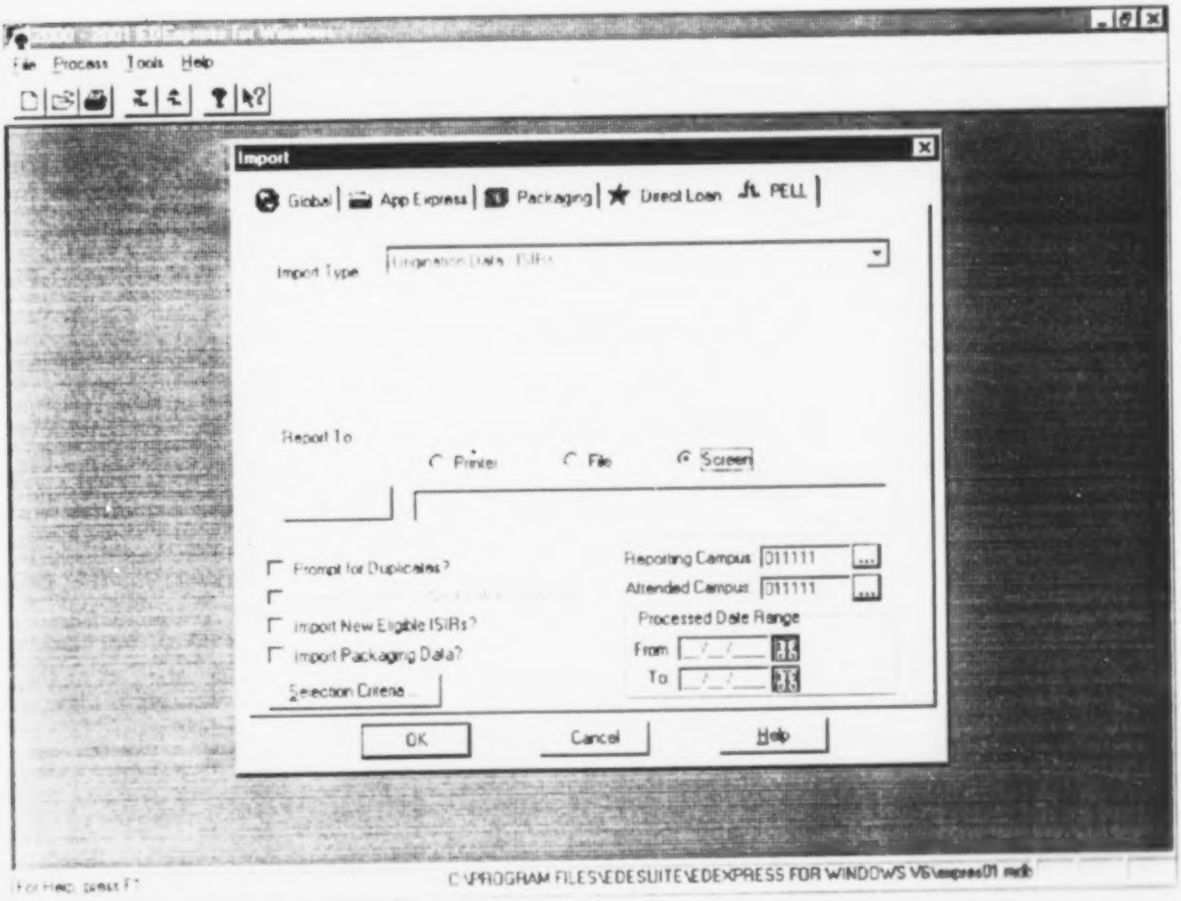
Processed Date Range
From: __/__/____
To: __/__/____

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

When loading the data to your existing student database, EDExpress checks for duplicates. Duplicate records are not loaded to the database. Mark the Prompt for Duplicates? box if you want to review each duplicate record before it is imported.

EDExpress imports only one transaction per student per attended campus. If it finds more than one transaction, EDExpress either imports the transaction you specify or imports the highest transaction in your database that was not rejected by the CPS. You can specify a transaction to import in one of two ways:

- By entering the Transaction Paid On field on the student's demographic record, or
- By specifying the transaction as the "active" transaction on the ISIR RVW tab.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
PELL
Selection Criteria...
OK
Cancel
Help
For Help, press F1

Import Type: Origination Data: ISIRs

Report To: ○ Printer ○ File ● Screen

☐ Prompt for Duplicates?
☐
☐ Import New Eligible ISIRs?
☐ Import Packaging Data?

Reporting Campus: 011111
Attended Campus: 011111
Processed Date Range
From: __/__/____
To: __/__/____

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

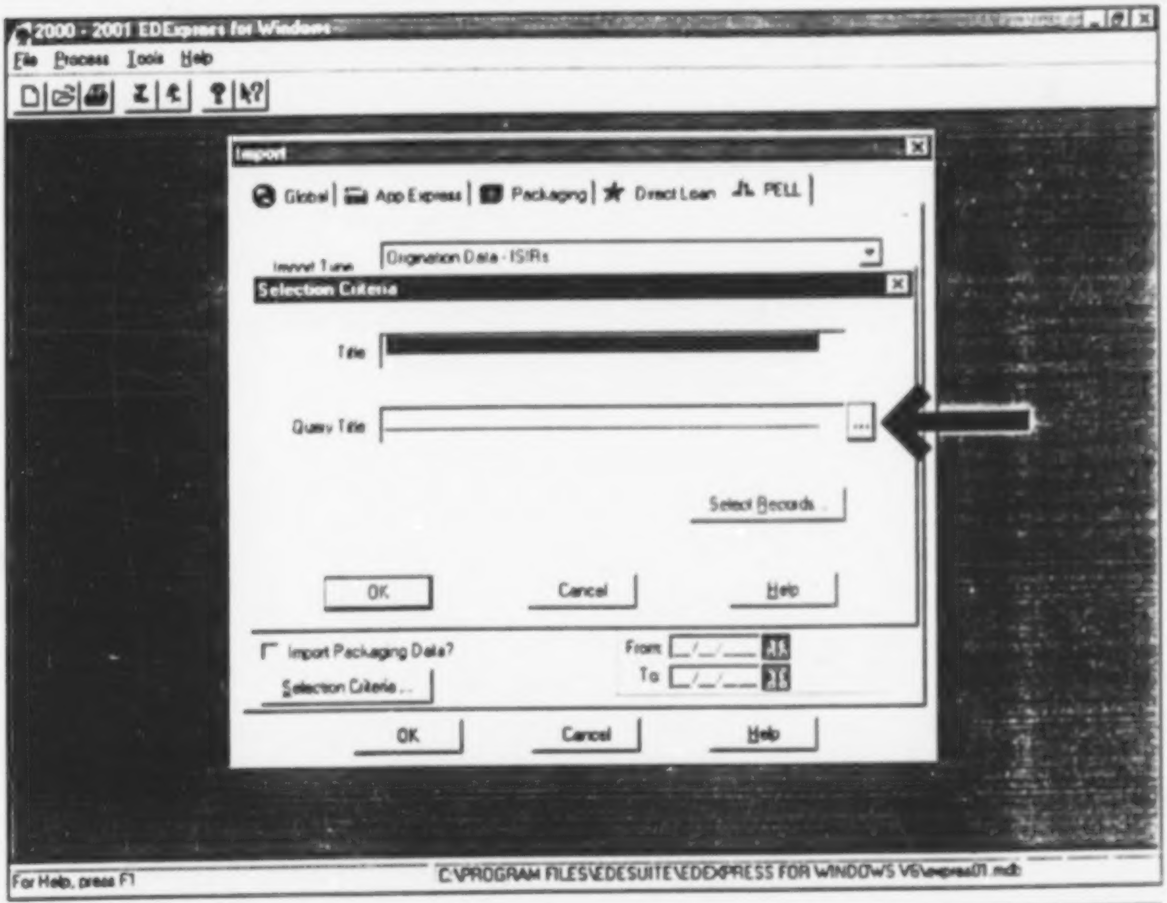
EDExpress gives you several options for specifying which records to import into the Pell module

- **Import New Eligible ISIRs?** Mark this box if you want to import only eligible ISIRs that are new since the last time you imported ISIRs into the Pell module
- **Import Packaging Data?** Mark this box if you want to import records that have been packaged in EDExpress The Pell amount awarded that you have established in the Packaging module is imported into the Pell module as the award amount for the entire school year (We will explore this option later in this unit)
- **Processed Date Range.** Use these fields to specify the records processed at the CPS during a certain time period
- **Selection Criteria.** Click this button to view additional ways of specifying certain records to import

*Click the **Selection Criteria** button*

Click the ellipsis button to display a list of selection criteria

Note an "ellipsis button" has three dots (...) on it


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
Selection Criteria
Select Records...
OK
Cancel
Help
Selection Criteria...
OK
Cancel
Help

Import Type: Origination Data - ISIRs

Title:

Query Title:

☐ Import Packaging Data?

From: __/__/__

To: __/__/__

For Help, press F1

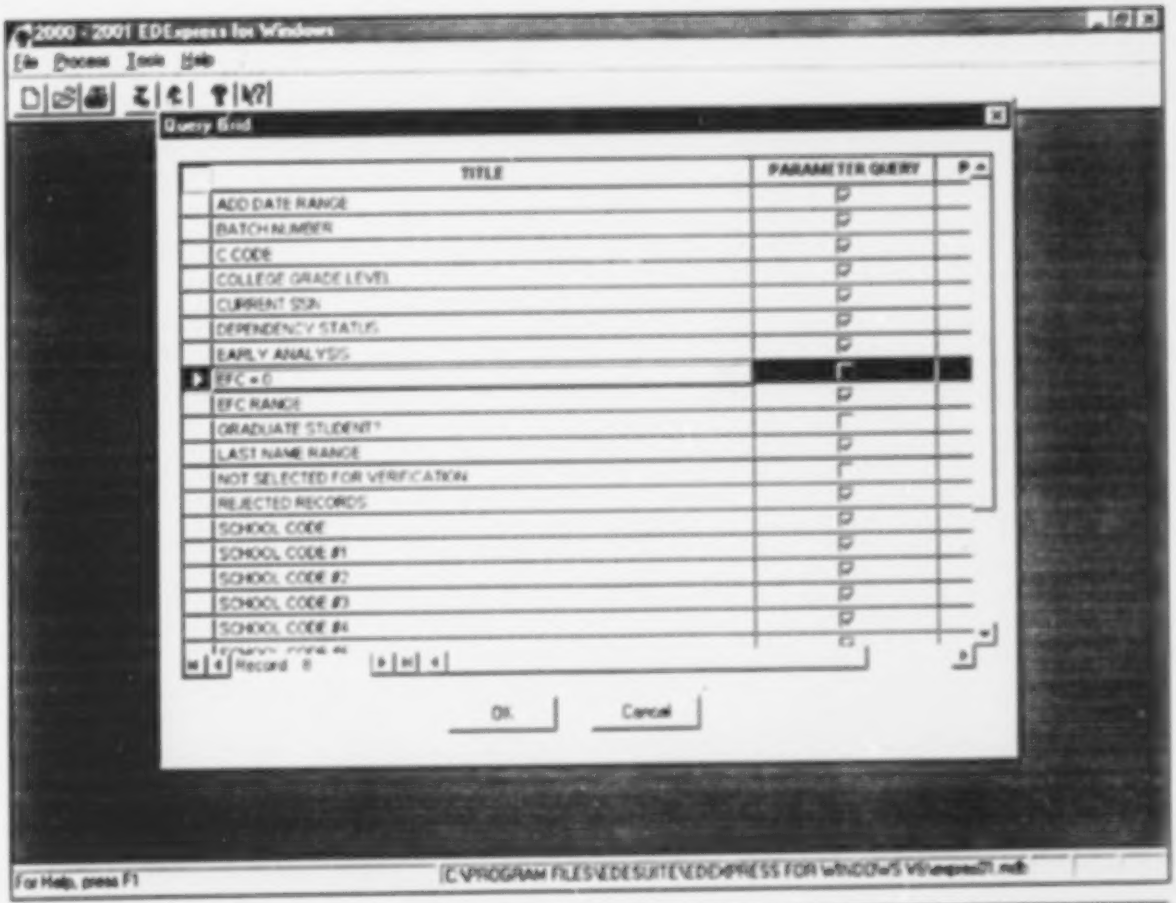
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

A list of queries is displayed

In this example, we want to import only the records for students that have an EFC equal to zero

Select the query EFC = 0 by clicking on its title

*Click **OK** to continue*



2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Query Grid
OK
Cancel
Record 8

TITLE	PARAMETER QUERY
ADD DATE RANGE	☑
BATCH NUMBER	☑
C CODE	☑
COLLEGE GRADE LEVEL	☑
CURRENT SSN	☑
DEPENDENCY STATUS	☑
EARLY ANALYSIS	☑
EFC = 0	☐
EFC RANGE	☑
GRADUATE STUDENT?	☐
LAST NAME RANGE	☑
NOT SELECTED FOR VERIFICATION	☐
REJECTED RECORDS	☑
SCHOOL CODE	☑
SCHOOL CODE #1	☑
SCHOOL CODE #2	☑
SCHOOL CODE #3	☑
SCHOOL CODE #4	☑

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

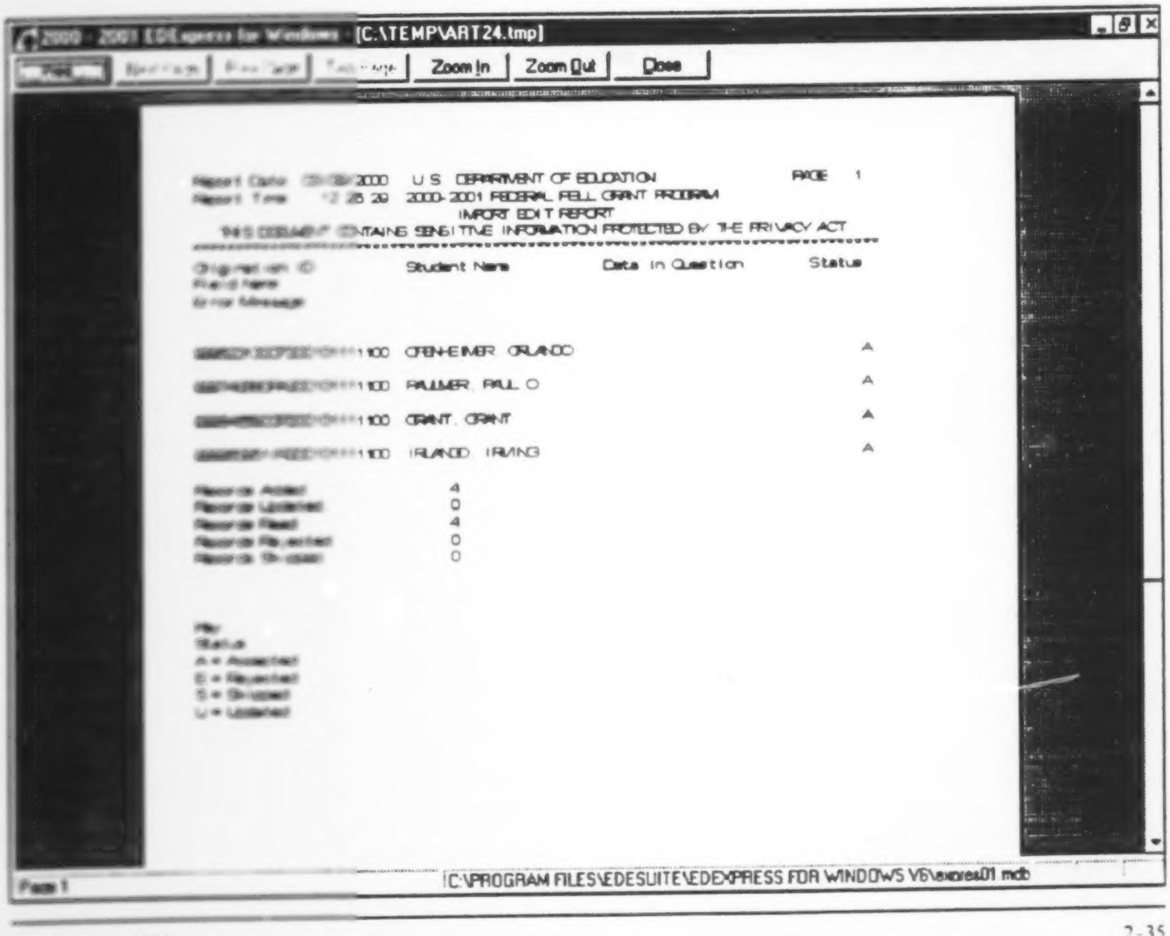
*Click **OK** on the Selection Criteria box*

*Click **OK** on the Import box to begin the import process*

*Click **OK** on the In Progress box*

The Import Edit Report appears showing the records that have been imported ("added") to the Pell database. In this example, four records, all having EFCs equal to zero, were added

Click the Close button on the tool bar to continue


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART24.tmp]
First Page
Next Page
Prev Page
Last Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

```
Report Date  [illegible]2000   U S  DEPARTMENT OF EDUCATION              PAGE   1
Report Time     12 25 29   2000-2001 FEDERAL PELL GRANT PROGRAM
                                  IMPORT EDIT REPORT
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************
Origination ID             Student Name            Data In Question       Status
Field Name
Error Message


[illegible]1100   OPENHEIMER, ORLANDO                                        A

[illegible]1100   PAULMER, PAUL O                                            A

[illegible]1100   GRANT, GRANT                                               A

[illegible]1100   IRLANDO, IRVING                                            A

Records Added              4
Records Updated            0
Records Read               4
Records Rejected           0
Records Skipped            0



Key
Status
A = Accepted
E = Rejected
S = Skipped
U = Updated
```

Lesson 3 Exercise

Scenario:

You would like to originate Pell Grant awards for ISIRs you have just received that were not selected for verification. You do not want to originate the records that have been selected for verification until you have completed the verification process.

Instructions:

1. Import all ISIR records that were not selected for verification into the Pell module. If necessary, use the step-by-step keystroke instructions below.
2. Review the questions at the end of the exercise, and answer them as you proceed through the exercise.

Step	Action	
1	Select **File/Import** from the menu bar.	☐
2	Click the App Express tab.	☐
3	Select **ISIR Data - Automatic** as the import type.	☐
4	Click the File button, then click on **SARA01OP.DAT**.	☐
5	Click **Open**.	☐
6	Click **Screen** to route your edit report to the screen.	☐
7	Click **OK**. Review the batch import statistics.	☐
8	Click **OK**. Review the Import Edit Report.	☐
9	Click the Close button on the toolbar.	☐
10	Select **File/Import** from the menu bar.	☐
11	Click the Pell tab.	☐
12	Select **Origination Data - ISIRs** as the import type.	☐
13	Click **Screen**.	☐
14	Click **Selection Criteria**.	☐
15	Click the ellipsis button next to Query Title.	☐
16	Click on **Not Selected for Verification**.	☐
17	Click **OK.**	☐
18	Click **OK** again.	☐
19	Click **OK** to begin importing.	☐
20	Review the batch import statistics, then click **OK**.	☐
21	Review the Import Edit report, then click **Close** on the tool bar.	☐

[Slide 2-16]

Lesson 3 Exercise, continued

1. How many records did you receive from the CPS and import into the App Express module of EDExpress?

2. How many records did you import into the Pell module?

3. Are the records you imported into the Pell module ready to be batched for transmission to RFMS?

Lesson 4 - Enter Data Using Packaging Import and Multiple Entry

Objectives

At the end of this lesson, you should be able to

1. Create origination records by importing from the Packaging database

2. Update origination records using Multiple Entry

[Slide 2-17]

Packaging Import

As we have seen, you can create origination records by importing ISIRs received from the CPS. While this approach minimizes data entry, the origination records do not contain the award amount for the entire school year, a data element that is required before the record is ready to send to the RFMS. When importing ISIRs into Pell, you need to either open each record individually and add the award amount or use a feature called Multiple Entry, which we will describe later in this unit.

The EDExpress Packaging module, however, does capture the Pell Grant award amount. Importing records from the Packaging module is an even more efficient way of creating origination records.

NEW!

When importing from the Packaging module, or from an external system, you can set all imported records to "Ready" to be batched for transmission. This means that if all edits are passed, you do not need to review information on individual records before sending them to the RFMS.

*Select **File/Import** from the menubar*

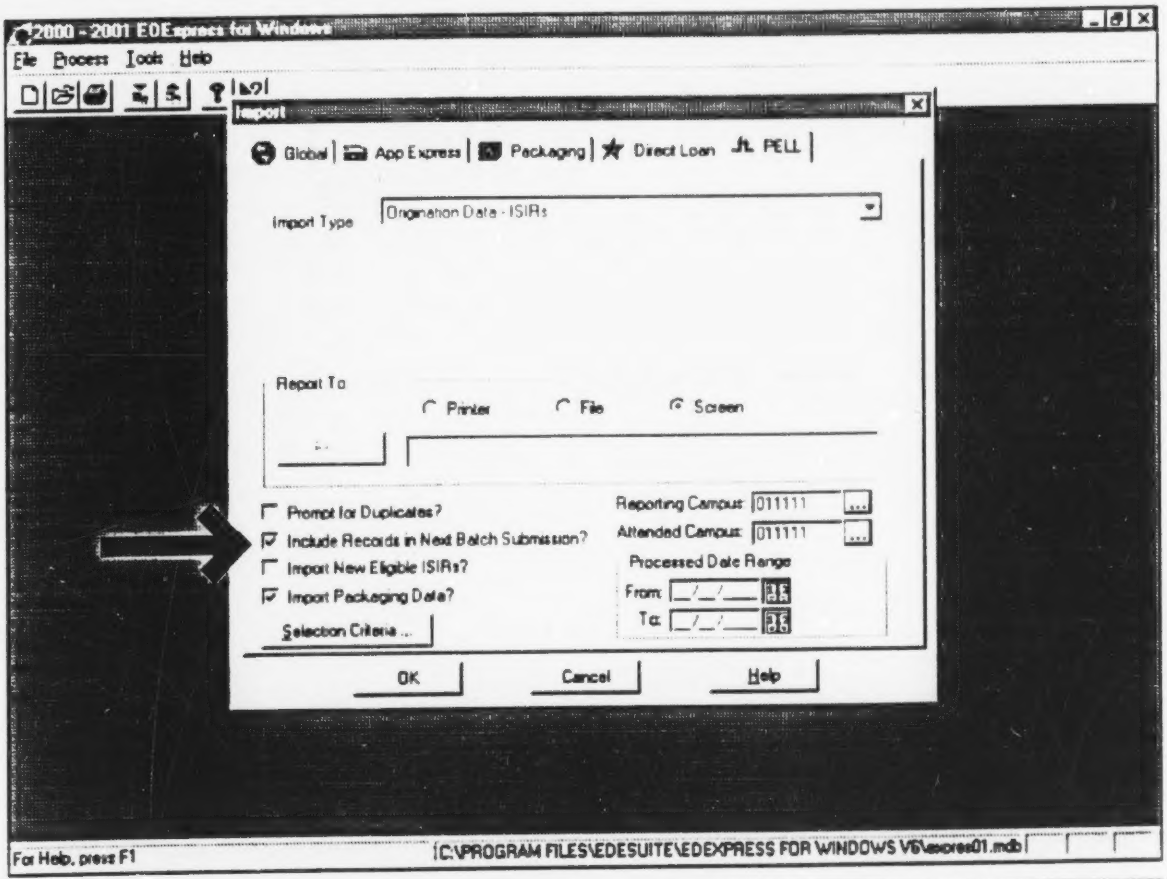
*Click the **Pell** tab*

*Select **Origination Data - ISIRs** as the Import Type*

*Click **Screen***

*Mark the **Import Packaging Data?** box*

*Mark the **Include Records in Next Batch Transmission?** box to indicate that you want to flag all imported records as ready to be batched for transmission to the RFMS.*



Import Type: Origination Data - ISIRs

Report To: ○ Printer ○ File ● Screen

☐ Prompt for Duplicates?
☑ Include Records in Next Batch Submission?
☐ Import New Eligible ISIRs?
☑ Import Packaging Data?

Reporting Campus: 011111
Attended Campus: 011111

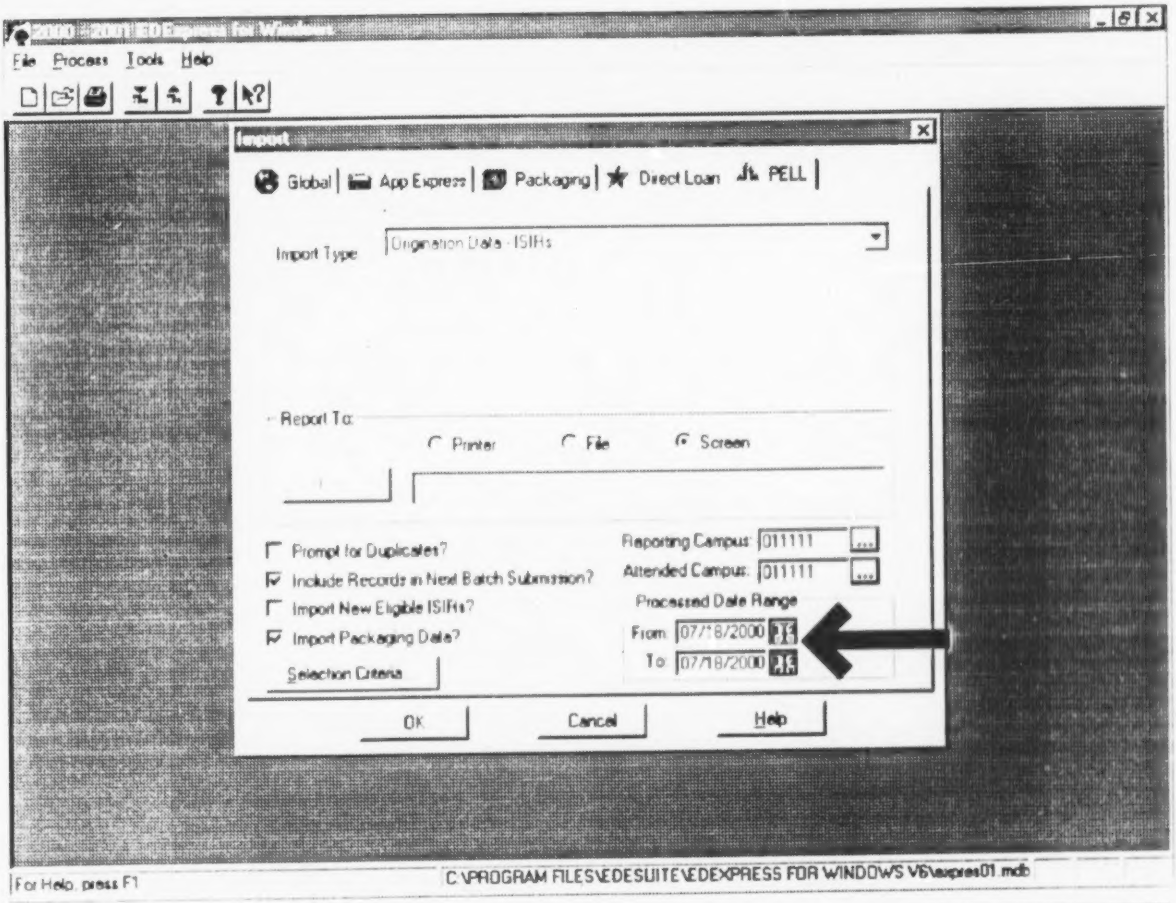
Processed Date Range
From: __/__/____
To: __/__/____

For Help, press F1 | C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Type ***7/18/2000*** *and* ***7/18/2000*** *as the Processed Date Range*

The Processed Date Range field is a useful way to limit the number of records that you import into the Pell module.

In this example, we have selected all records processed at the CPS on a single, specific day.


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
OK
Cancel
Help
Selection Criteria

Import Type: Origination Data - ISIRs

Report To: ○ Printer ○ File ● Screen

☐ Prompt for Duplicates?
☑ Include Records in Next Batch Submission?
☐ Import New Eligible ISIRs?
☑ Import Packaging Data?

Reporting Campus: 011111
Attended Campus: 011111

Processed Date Range
From: 07/18/2000
To: 07/18/2000

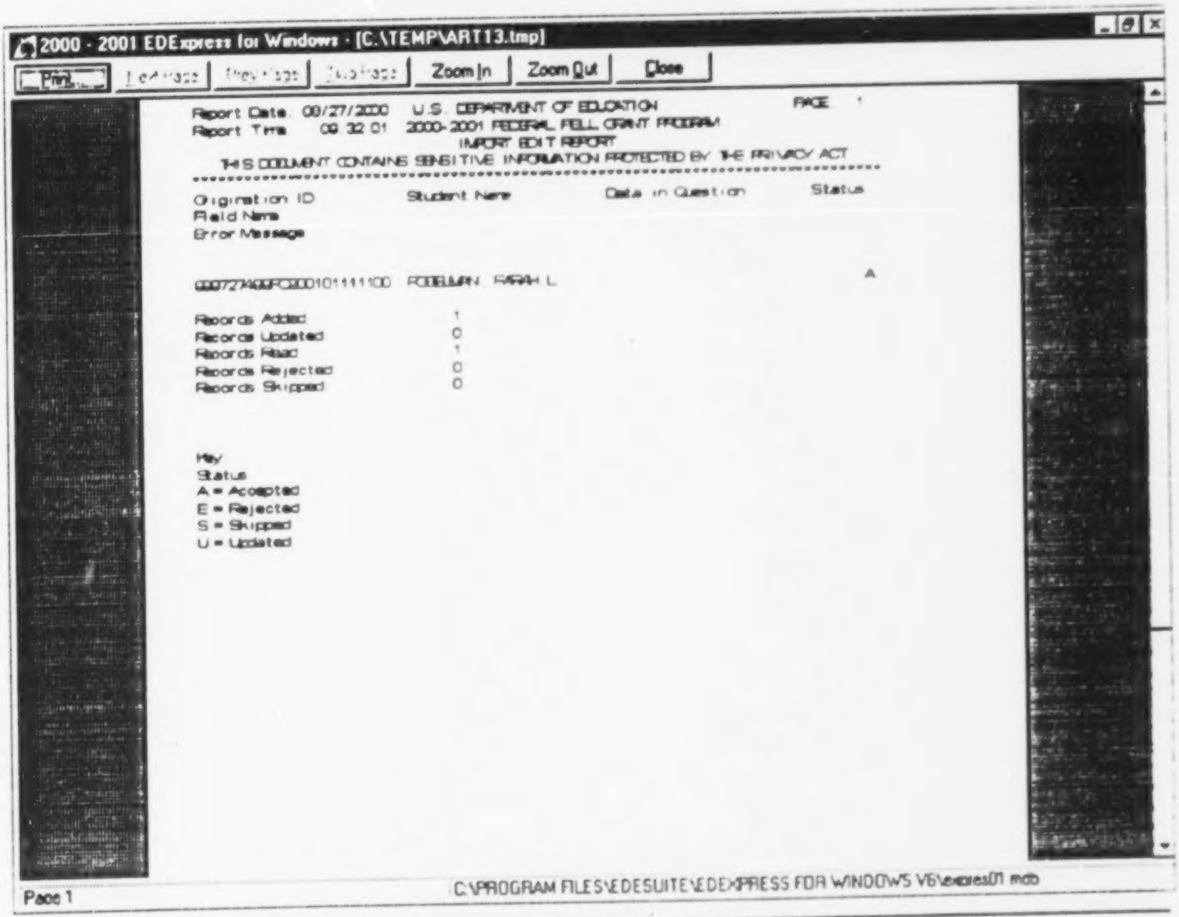
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

In this example, the Import Edit Report shows that one record was imported into the Pell module. This record is ready to be batched for transmission to the RFMS.

*Click **OK** to begin the import process.*

*Review the batch edit report and click **OK**.*

Click the Close button on the toolbar after reviewing the Import Edit Report.

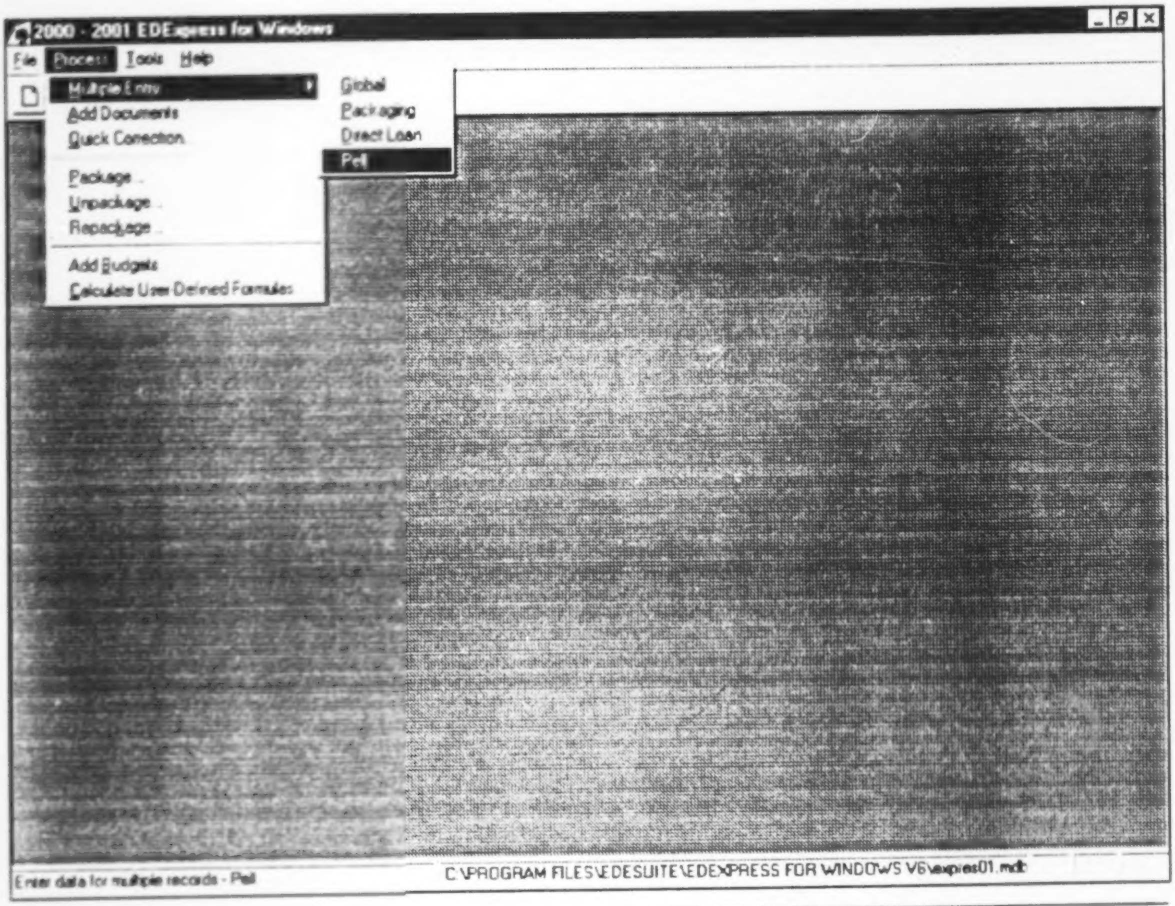

2000 - 2001 EDExpress for Windows - [C:\TEMP\ART13.tmp]
Print...
Next Page
Prev Page
Two Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

```
Report Date: 09/27/2000   U.S. DEPARTMENT OF EDUCATION                PAGE   1
Report Time     09:32:01  2000-2001 FEDERAL PELL GRANT PROGRAM
                               IMPORT EDIT REPORT
    THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
Origination ID           Student Name              Data in Question      Status
Field Name
Error Message


[illegible]01111100   [illegible], FARAH L.                                  A

Records Added                 1
Records Updated               0
Records Read                  1
Records Rejected              0
Records Skipped               0



Key
Status
A = Accepted
E = Rejected
S = Skipped
U = Updated
```

Multiple Entry

Select **Process/ Multiple Entry/Pell** from the menu bar

The Multiple Entry function can be used to add the same piece of information to many records at once. For example, if you have 50 records with the same Pell Grant award amount, you can enter that amount on one screen for all 50, rather than opening and saving each individual record.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Multiple Entry
Add Documents
Quick Correction
Package...
Unpackage...
Repackage...
Add Budgets
Calculate User Defined Formulas
Global
Packaging
Direct Loan
Pell

Enter data for multiple records - Pell

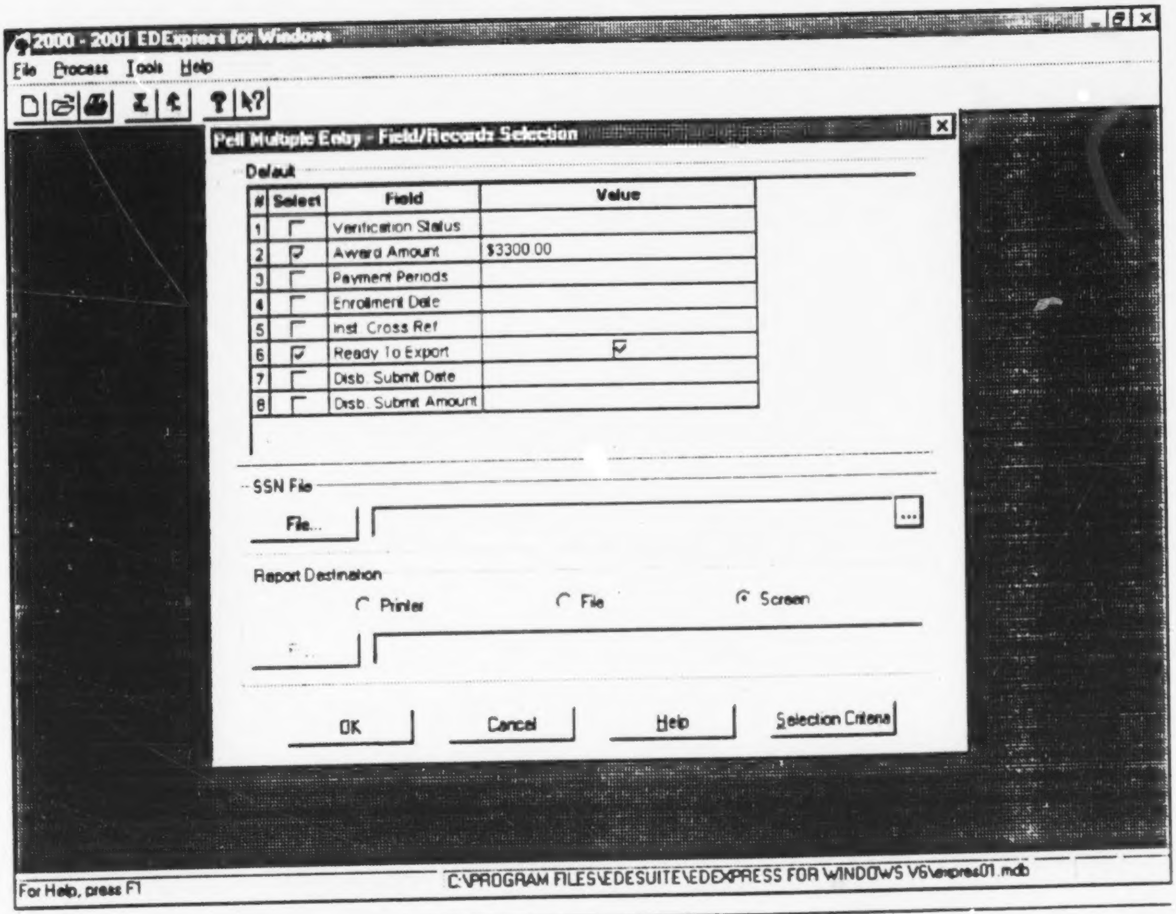
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expies01.mdb

Mark the Select box next to the field or fields that you want to update. Then enter the value to apply to all selected records in your database.

Mark the box to the left of Award Amount, and enter ***3300*** *as the value.*

Mark the box to the left of Ready to Export, as well as the box to the right in the Value column.

Click ***Screen*** *as the report destination.*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Pell Multiple Entry - Field/Records Selection
Default
SSN File
File...
Report Destination
OK
Cancel
Help
Selection Criteria
For Help, press F1

#	Select	Field	Value
1	☐	Verification Status	
2	☑	Award Amount	$3300.00
3	☐	Payment Periods	
4	☐	Enrollment Date	
5	☐	Inst. Cross Ref	
6	☑	Ready To Export	☑
7	☐	Disb. Submit Date	
8	☐	Disb. Submit Amount	

Report Destination: ○ Printer ○ File ● Screen

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

*Click **OK**. Six records are displayed*

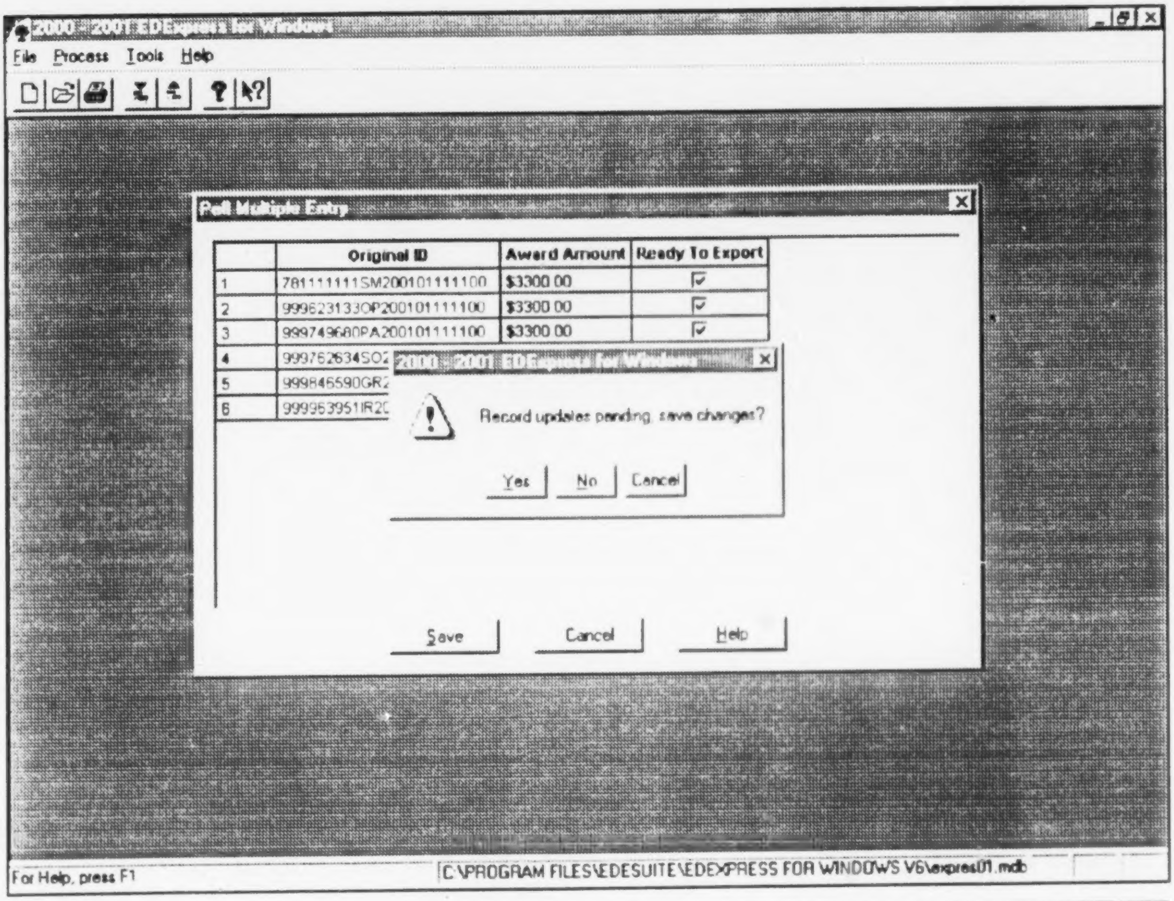
*Click **Save** to update the six records*

*Click **Yes** to confirm the save*

*Click **Yes** again to reconfirm*

By clicking the Selection Criteria button in the lower right corner of the screen, you can select specific records to update.

In this example, we think that all records in our database have an award amount of 3300. We do not need to use the selection criteria feature.


2000 - 2001 EDExpress for Windows
File Process Tools Help
Pell Multiple Entry
2000 - 2001 EDExpress for Windows
Yes
No
Cancel
Save
Cancel
Help
For Help, press F1

	Original ID	Award Amount	Ready To Export
1	781111111SM200101111100	$3300 00	☑
2	999623133OP200101111100	$3300 00	☑
3	999749680PA200101111100	$3300 00	☑
4	999762634SO2		
5	999846590GR2		
6	999963951IR20		

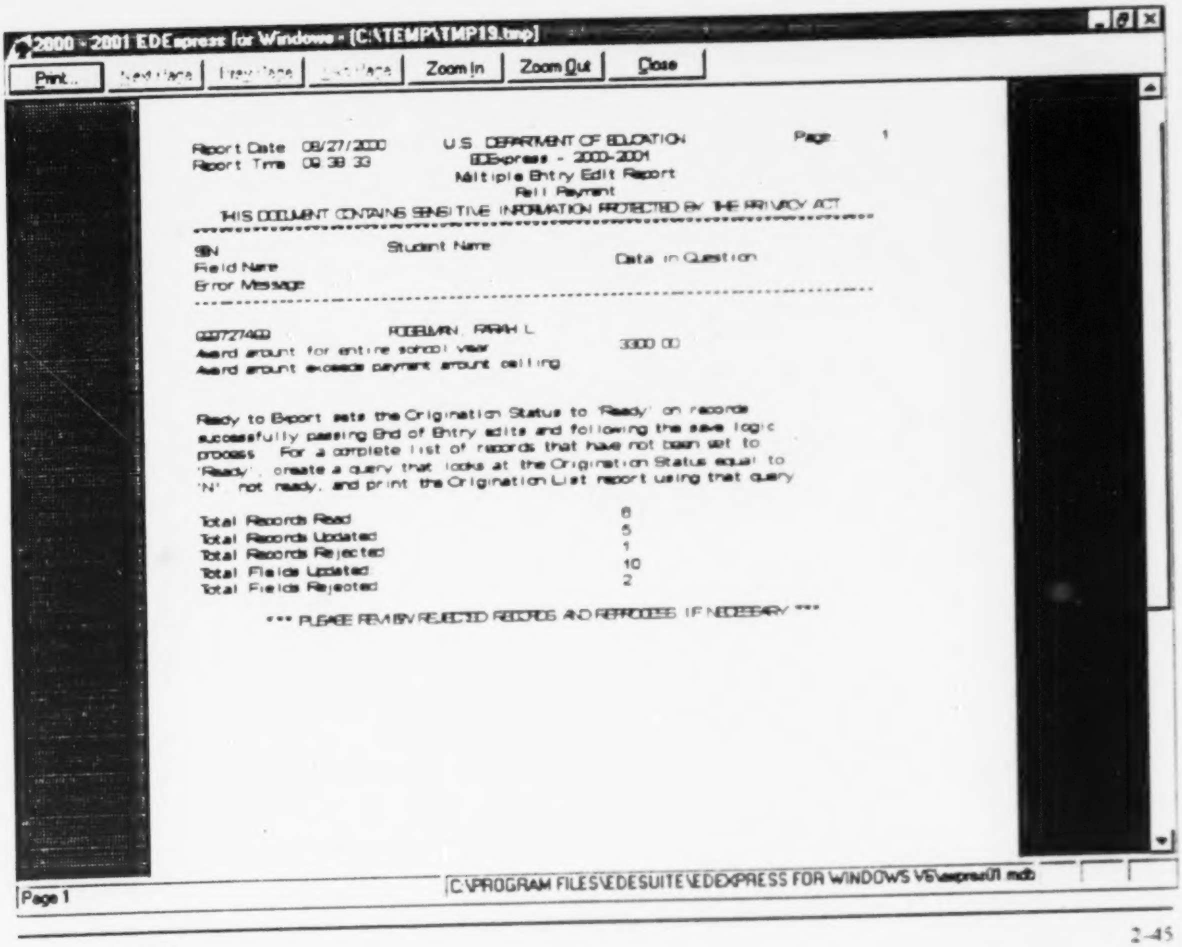
Record updates pending, save changes?

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

The Edit Report shows the total number of records that were updated or rejected

In this example, the award amount was updated on five of the six selected records. All five records are ready to be batched for transmission to the RFMS. The sixth record was not updated. EDExpress checks to make sure that the award amount is consistent with the EFC and enrollment status. In this case, EDExpress noted that the sixth record was not eligible for a $3,300 award

Click the Close button on the toolbar


2000 - 2001 EDExpress for Windows - [C:\TEMP\TMP19.tmp]
Print...
Next Page
Prev Page
Last Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

```
Report Date  08/27/2000       U.S. DEPARTMENT OF EDUCATION              Page   1
Report Time  09:38:33            EDExpress - 2000-2001
                               Multiple Entry Edit Report
                                     Pell Payment
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
-----------------------------------------------------------------------------
SSN                     Student Name
Field Name                                         Data in Question
Error Message
-----------------------------------------------------------------------------

000727400               FOGELMAN, FARAH L
Award amount for entire school year                3300.00
Award amount exceeds payment amount ceiling


Ready to Export sets the Origination Status to 'Ready' on records
successfully passing End of Entry edits and following the save logic
process. For a complete list of records that have not been set to
'Ready', create a query that looks at the Origination Status equal to
'N', not ready, and print the Origination List report using that query

Total Records Read                                 6
Total Records Updated                              5
Total Records Rejected                             1
Total Fields Updated                               10
Total Fields Rejected                              2

       *** PLEASE REVIEW REJECTED RECORDS AND REPROCESS IF NECESSARY ***
```

Lesson 4 Exercise

Scenario:

After importing all of the ISIRs not selected for verification (completed as the Lesson 3 exercise), you decide to update selected origination records with award amounts of $3,300.

Instructions:

1. Use the Multiple Entry function to update the award amount to $3,300.00 on all origination records in your database that have an EFC = 0. Also, change the origination status of all records to "Ready" using the Multiple Entry function. If necessary, use the step-by-step instructions below.
2. Answer the questions at the end of the exercise.

Step	Action	
1	Select **Process/Multiple Entry/Pell** from the menu bar.	☐
2	Mark the Award Amount field, and enter 3300 as the value.	☐
3	Mark the Ready to Export field and the box in the value column.	☐
4	Click **Screen** as the Report Destination.	☐
5	Click the Selection Criteria button.	☐
6	Click the ellipsis button next to the Query title.	☐
7	Click on **EFC = 0** and then click **OK**.	☐
8	Click **OK**.	☐
9	Click **OK** again.	☐
10	Click **Save**, then click **Yes** twice to confirm.	☐
11	Review the Edit report, then click the close button on the toolbar.	☐

1. How many records were successfully updated with an award amount of $3,300?

2. Are these records ready to be batched for transmission to RFMS?

[Slide 2-18]

Lesson 5 - Export Data

Objectives

At the end of this lesson, you should be able to

1. Export a batch of origination records
2. Identify the components of the batch ID
3. Identify the message classes associated with Pell origination records
4. Browse the batch activity database
5. Use the print function to print a list of entered origination records

[Slide 2-19]

Exporting Origination Records

Click ***File/Export*** *from the menu bar*

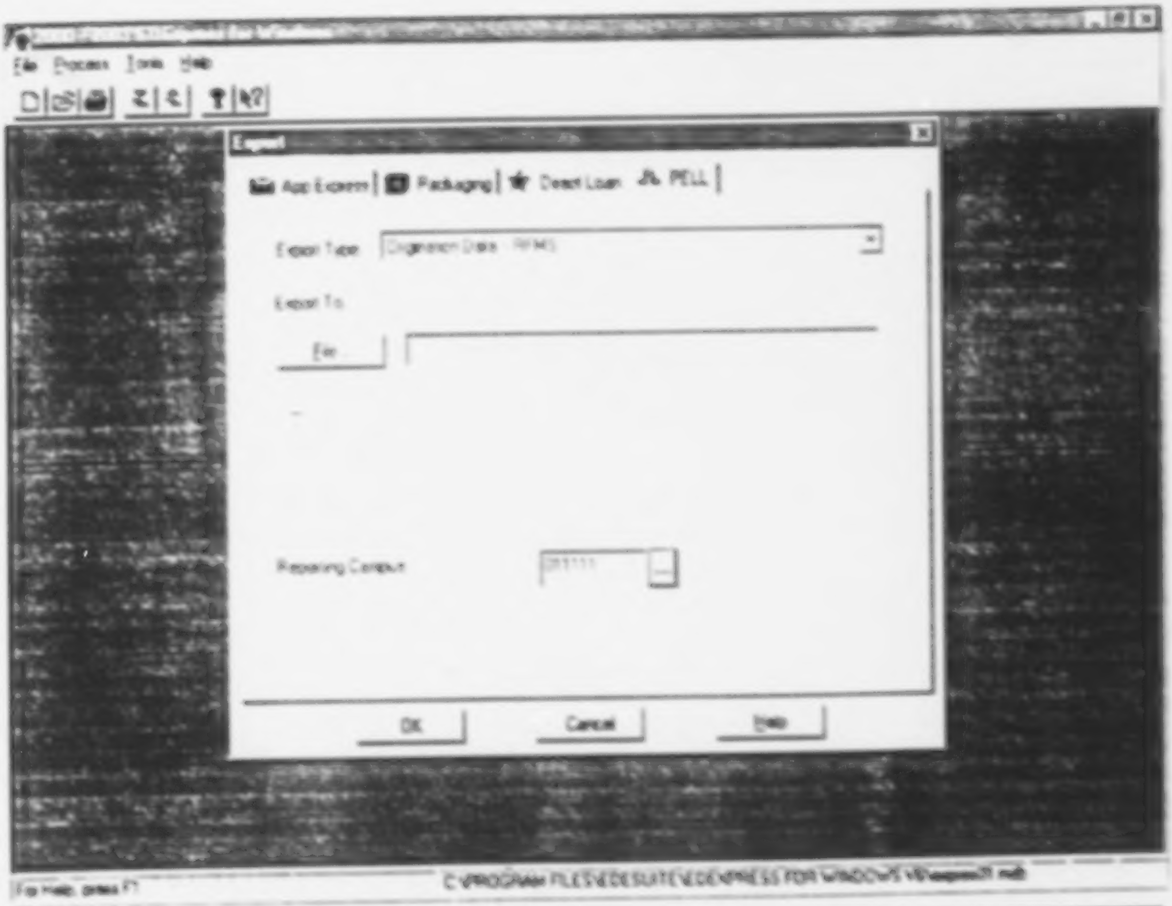
Click the Pell tab

Select ***Origination Data - RFMS*** *as the export type*

Click ***OK***

The export function creates a file containing all of the records in your database that have an origination status of "Ready." The file is formatted for transmission to the CPS.

✎ ***Note:*** *Exporting creates a file for transmission. Actually transmitting the file is a separate process. You must use Edconn32 to transmit the file through the network to the CPS.*



Export Type: Origination Data - RFMS

File
Process
Tools
Help
Export
App Express
Packaging
Direct Loan
PELL
Export To
File...
Reporting Campus
OK
Cancel
Help
For Help, press F1

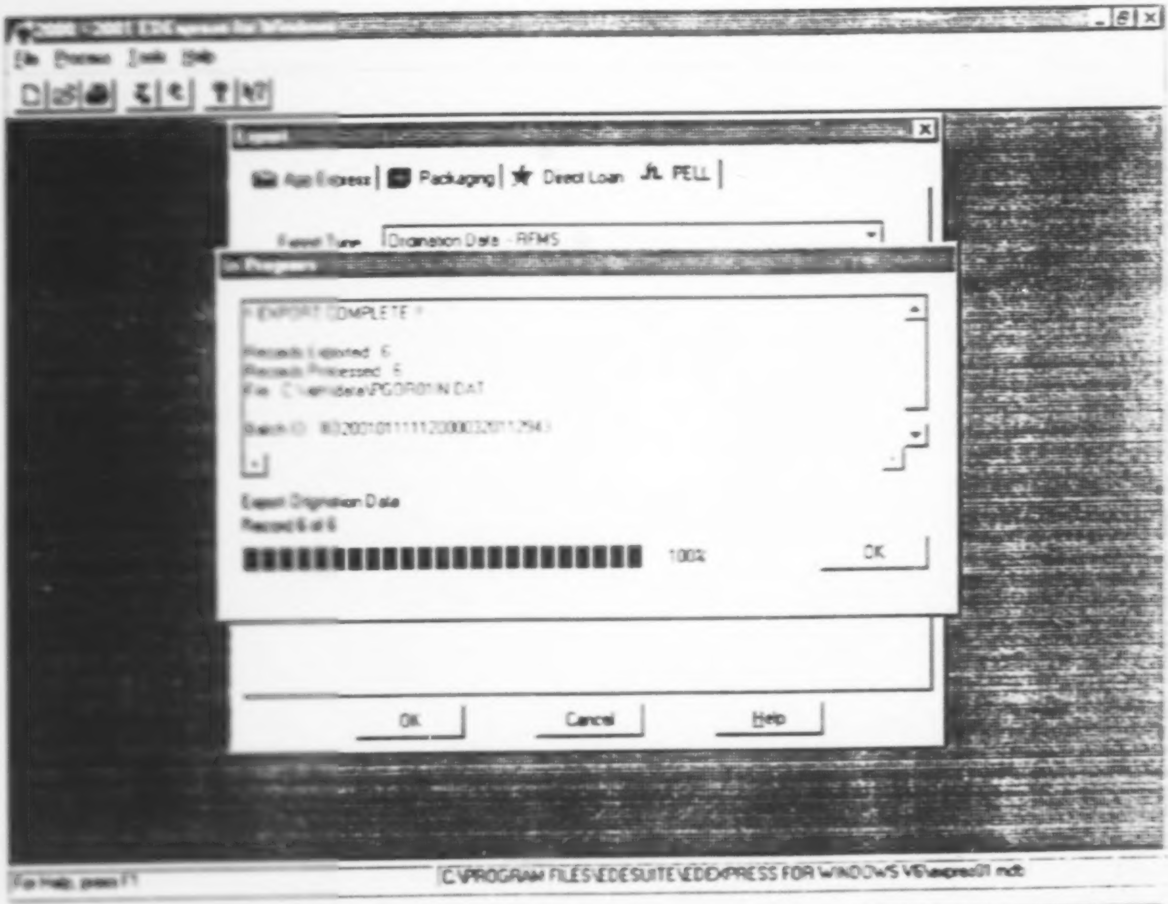
A file with all origination records in your database with a "Ready" origination status has been created

The Export Statistics box displays the batch ID, total number of records exported, records processed, and the batch file name

We discuss batch IDs and file names on the following pages

*Click **OK** to continue*

At this point, you would use Edconn32 to transmit the file to RFMS


App Express
Packaging
Direct Loan
PELL
Export Type
Origination Data - RFMS
In Progress
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

!! EXPORT COMPLETE !!

Records Exported: 6
Records Processed: 6

Export Origination Data
Record 6 of 6
100%

Batch IDs

Generally, when student records are exported or imported, EDExpress records the type of batch and provides certain information that will be useful in keeping track of exporting and importing activity. This information is stored in the Batch Activity Database.

Batch IDs are used to track batches. The first letter in a batch ID identifies the type of data contained in the batch. In the example below, the letter "O" identifies this data as origination data.

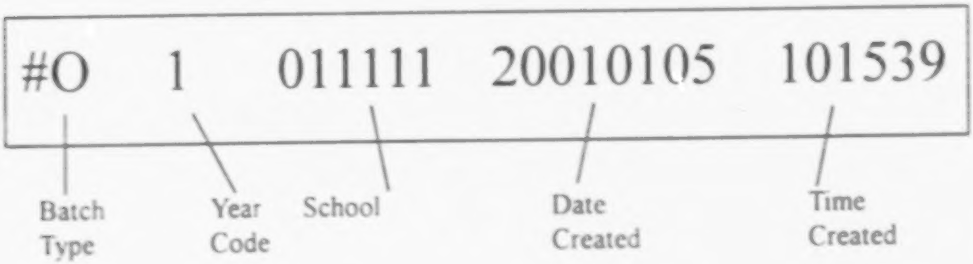
The first number in the batch ID refers to the last digit of the award year to which the batch applies. In this example, the number is "1" for 2000-2001.

The next six digits are the school code for the attended institution assigned in Pell Institution Setup. Here, the school code is 011111.

The next eight digits refer to the date (four-digit year, two-digit month and day) this batch was created. This batch was created on January 5, 2001.

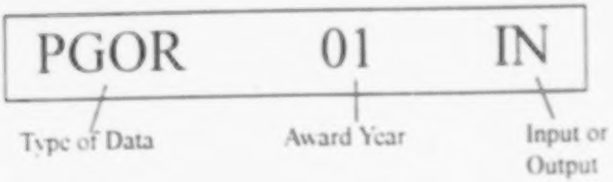
The last six digits refer to the time (hours, minutes, and seconds) the batch was created. This batch was created at 10:15 and 39 seconds.

[Slide 2-20]



Message Classes

EDExpress names the exported file in such a way that you can identify the type of data in the file. The file name is called a message class. The first four letters identify the type of data. In the example below, PGOR tells us that the file contains Pell Grant Origination Records. The second group of characters refers to the last two digits of the award cycle. In the example below, 01 stands for the 2000-2001 award cycle. The final two characters indicate input or output data. "IN" refers to what is sent into the RFMS by the school. "OP" indicates what the RFMS has sent to the school.



A listing of all of the Federal Pell Grant message classes for 2000-2001 and batch types follows.

Message Class	Batch Type	Description
PGID00IN	I	Institution Data Record
PGIA00OP	I	Institution Data Acknowledgment Record
PGRQ00IN	R	Data Request Record
PGRA00OP	R	Data Request Acknowledgment Record
PGOR00IN	O	Origination Record
PGOA00OP	O	Origination Acknowledgment Record
PGDR00IN	D	Disbursement Record
PGDA00OP	D	Disbursement Acknowledgment Record
PGSP00IN	S	Special Disbursement Record
PGSD00OP	S	Special Disbursement Acknowledgment Record
PGAS00OP	A	Electronic Statement of Account Records
PGEO00OP	N/A	External Origination Add
PGED00OP	N/A	External Disbursement Add
PGMR00OP	M	Multiple Reporting Record
PGYR00OP	Y	Year to Date Origination/Disbursement Records
PGTX00OP	N/A	Department of Education Comments in ASCII

[Slide 2-21]

Batch Activity Browse

*Select **Tools/Browse/Pell** from the menu bar*

Click the Batch Activity tab

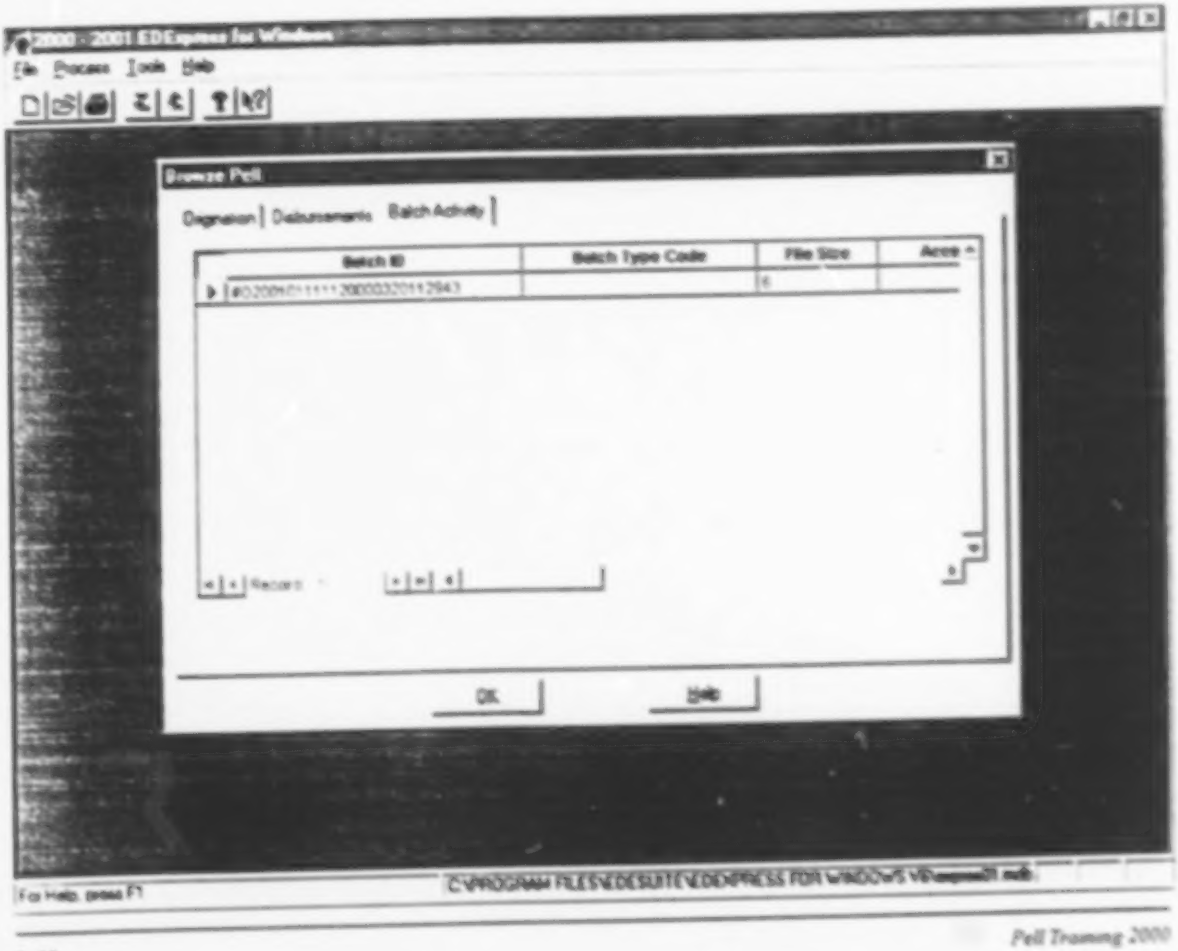
Move the horizontal scroll bar to the right to see all of the data fields stored in the database

*Click **OK** to exit the browse function*

Each time you create an export or import file, or regenerate an existing batch, an entry is made in the Batch Activity database. The batch activity browse function helps you track the batches you have created and received, by allowing you to view the records in the Batch Activity database.

Each row in the database represents a batch and includes information such as

- Batch ID Number of records included
- Processed date
- File name
- User who created it


2000 - 2001 EDExpress for Windows
File Process Tools Help
Browse Pell
Origination | Disbursements | Batch Activity
Record:
OK
Help
For Help, press F1

Batch ID	Batch Type Code	File Size	Acce
[illegible]		6	

Print an Origination List

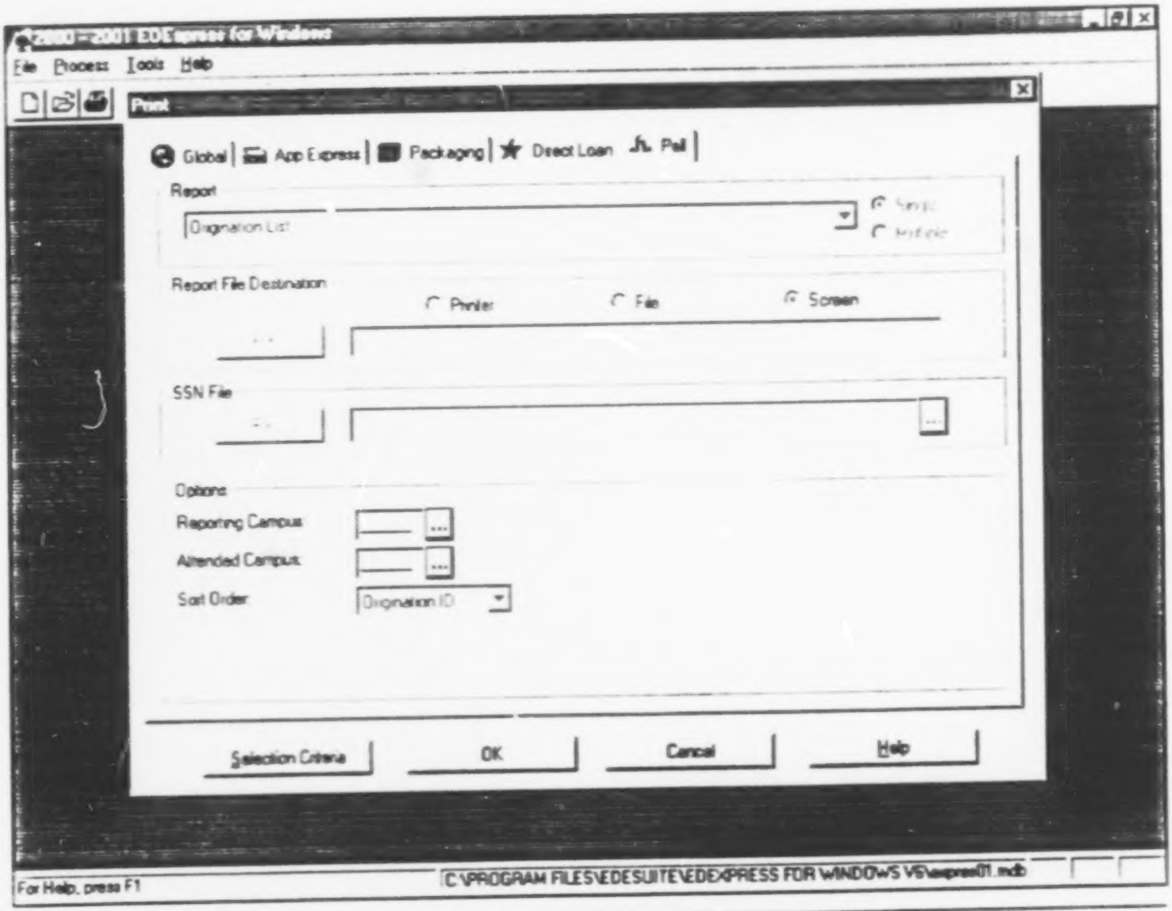
While working with origination data, you may find you need to know which students are in your database or which students were included in a batch of exported origination records. EDExpress allows you to create lists of all or selected records in your database.

*Select **File/Print** from the menu bar*

Click on the Pell tab

*Select **Origination List** from the list of reports*

*Select **Screen** as the output destination*


2000-2001 EDExpress for Windows
File Process Tools Help
Print
Global
App Express
Packaging
Direct Loan
Pell
Report
Single
Multiple
Report File Destination
Printer
File
SSN File
Options
Reporting Campus
Attended Campus
Selection Criteria
OK
Cancel
Help
For Help, press F1

Report: Origination List

Report File Destination: ● Screen

Sort Order: Origination ID

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

*Select **Name** as the sort order to print the origination list in alphabetical order by last name*

*Click **Selection Criteria***

Click the ellipsis button to specify a Query

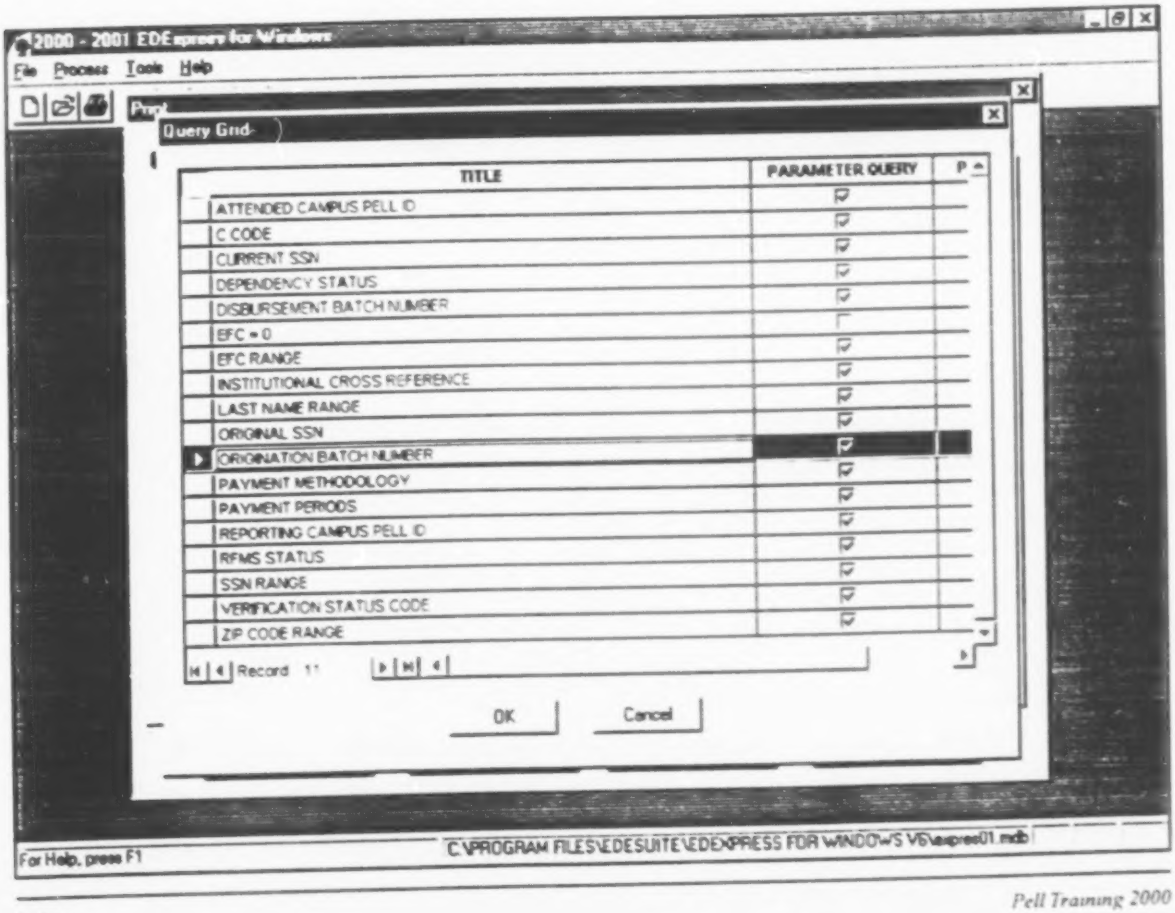
*Click on **Origination Batch Number***

*Click **OK**.*

In the options portion of the screen, you can choose the sort order of the list. You can also choose to print a list of all or selected records in your database.

EDExpress comes with a list of predefined queries that are commonly used for selecting groups of records, such as all records with a "C" code. You can also create your own queries for your specific needs.

In this example, we have specified a list of all records in a batch.



TITLE	PARAMETER QUERY	P
ATTENDED CAMPUS PELL ID	☑	
C CODE	☑	
CURRENT SSN	☑	
DEPENDENCY STATUS	☑	
DISBURSEMENT BATCH NUMBER	☑	
EFC = 0	☐	
EFC RANGE	☑	
INSTITUTIONAL CROSS REFERENCE	☑	
LAST NAME RANGE	☑	
ORIGINAL SSN	☑	
ORIGINATION BATCH NUMBER	☑	
PAYMENT METHODOLOGY	☑	
PAYMENT PERIODS	☑	
REPORTING CAMPUS PELL ID	☑	
RFMS STATUS	☑	
SSN RANGE	☑	
VERIFICATION STATUS CODE	☑	
ZIP CODE RANGE	☑	

Record 11

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

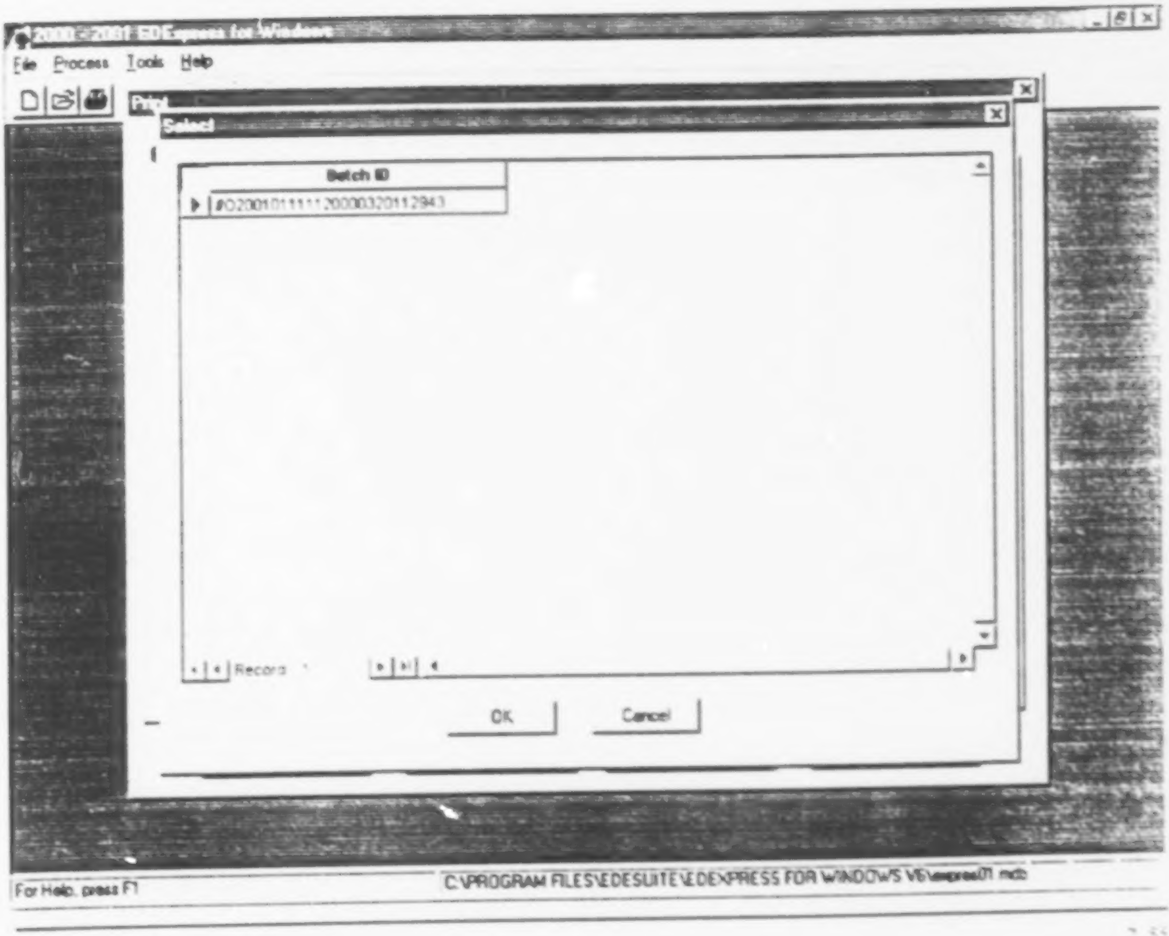
You must specify the value or values that EDExpress will use to select the data

*Click **OK***

*Click **List Field Value** to list all of the origination batches in your database*

In this example, one batch ID is displayed

*Click **OK***



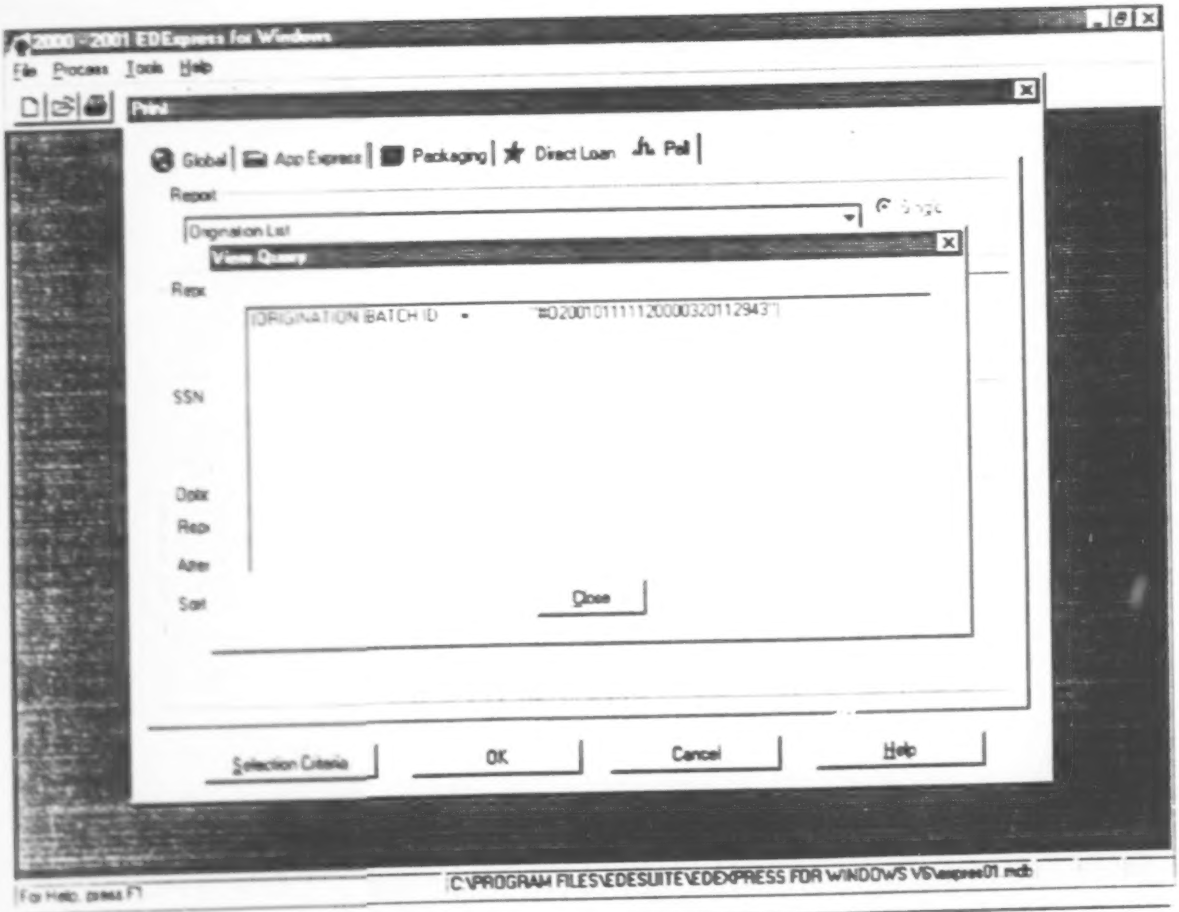
2000 - 2001 EDExpress for Windows
File Process Tools Help
Print
Select
Batch ID
#O200101111120000320112943
Record
OK
Cancel
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

Click ***OK***

Your query has been defined

Click ***Close***

In this example, all of the origination records in a specified origination batch are selected



```
(ORIGINATION BATCH ID  =        "#0200101111120000320112943")
```

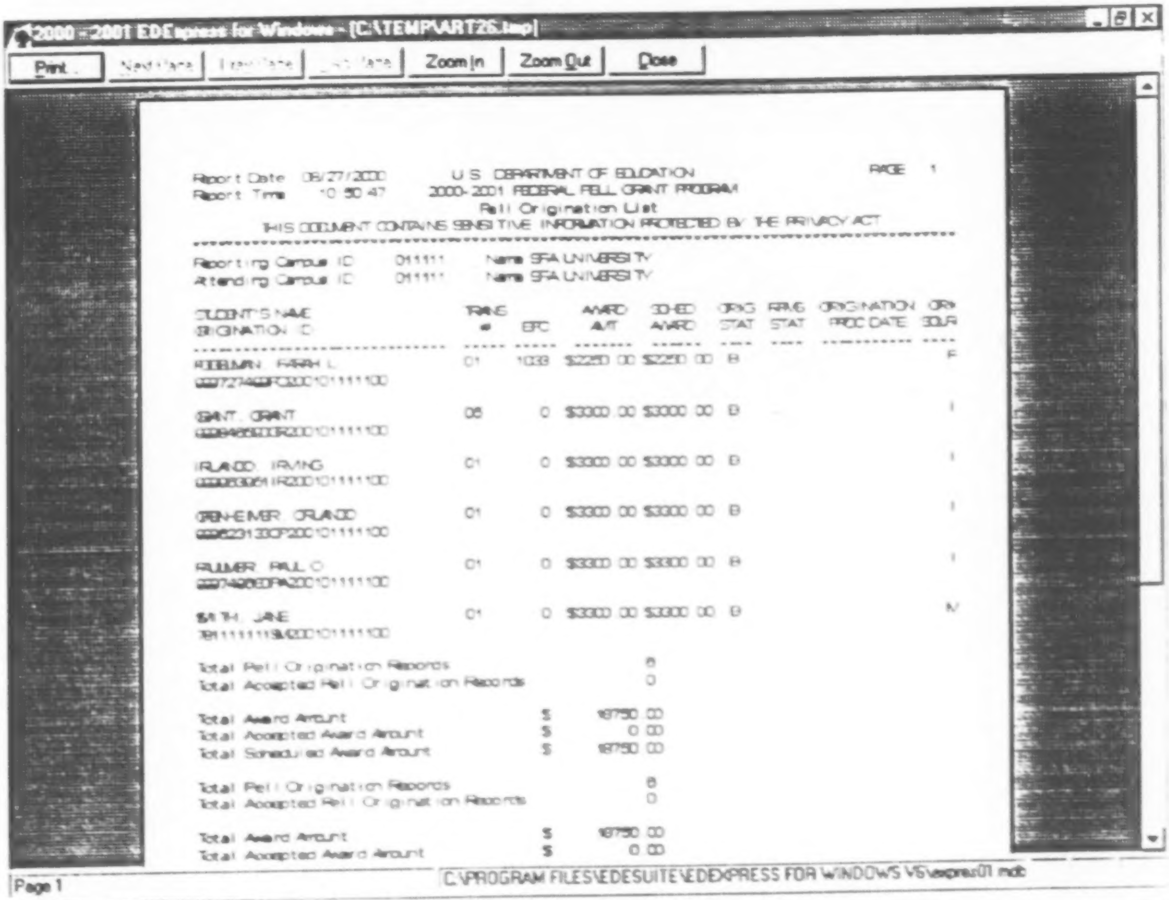
2000 - 2001 EDExpress for Windows
File Process Tools Help
Print
Global
App Express
Packaging
Direct Loan
Pell
Report
Origination List
Single
View Query
Close
SSN
Selection Criteria
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

All of the selected origination records are printed

In this example, all origination records in the specified batch are printed in last name order The following information is printed for each record

- Student's full name
- Origination ID
- Transaction number
- EFC
- Award amount
- Scheduled award
- Origination status
- RFMS status
- Origination acceptance date

*Click **OK** to print the origination list*

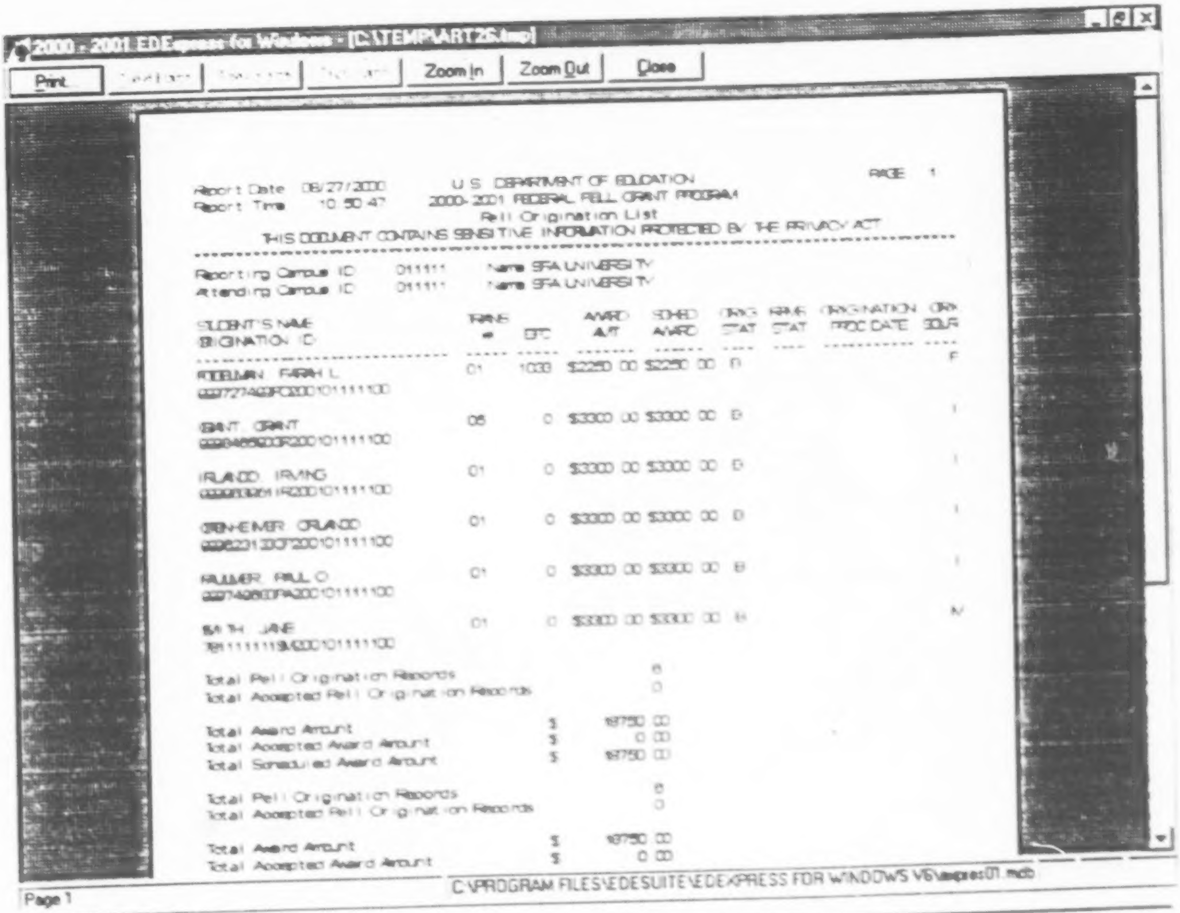

2000-2001 EDExpress for Windows - [C:\TEMP\ART26.tmp]
Print
Next Page
Prev Page
Last Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

```
Report Date  06/27/2000        U.S. DEPARTMENT OF EDUCATION                 PAGE  1
Report Time    10:50:47    2000-2001 FEDERAL PELL GRANT PROGRAM
                                 Pell Origination List
         THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
---------------------------------------------------------------------------------
Reporting Campus ID      011111      Name SFA UNIVERSITY
Attending Campus ID      011111      Name SFA UNIVERSITY

STUDENT'S NAME                 TRANS        AWARD     SCHED    ORIG  RFMS  ORIGINATION  ORI
ORIGINATION ID                   #    EFC    AMT      AWARD    STAT  STAT   PROC DATE   SOUR
------------------------------ ----- ----- -------- -------   ----  ----  -----------  ----
FODELMAN, FARAH L               01   1033 $2250.00 $2250.00  B                           F
[illegible]FO200101111100
GRANT, GRANT                    06      0 $3300.00 $3300.00  B                           I
[illegible]GR200101111100
IRLANDO, IRVING                 01      0 $3300.00 $3300.00  B                           I
[illegible]IR200101111100
OPPENHEIMER, ORLANDO            01      0 $3300.00 $3300.00  B                           I
[illegible]OP200101111100
PLUMMER, PAUL O                 01      0 $3300.00 $3300.00  B                           I
[illegible]PA200101111100
SMITH, JANE                     01      0 $3300.00 $3300.00  B                           M
781111111SM200101111100
Total Pell Origination Records                    6
Total Accepted Pell Origination Records           0

Total Award Amount                   $     18750.00
Total Accepted Award Amount          $         0.00
Total Scheduled Award Amount         $     18750.00

Total Pell Origination Records                    6
Total Accepted Pell Origination Records           0

Total Award Amount                   $     18750.00
Total Accepted Award Amount          $         0.00
```

At the bottom of the screen are summary statistics, including the number of records on the list and the sum of all award amounts for the selected records

Note: *All of the origination records on the list have an origination status of B for "Batched." That means that all the records on the list were batched (exported) from EDExpress*

Note: *No RFMS status code is displayed, meaning that an aknowledgement from RFMS has not been received and imported*


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART26.tmp]
Print
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

```
Report Date  08/27/2000        U S  DEPARTMENT OF EDUCATION                        PAGE  1
Report Time    10:50:47      2000-2001 FEDERAL PELL GRANT PROGRAM
                                  Pell Origination List
          THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
-------------------------------------------------------------------------------------------
Reporting Campus ID     011111      Name SFA UNIVERSITY
Attending Campus ID     011111      Name SFA UNIVERSITY

STUDENT'S NAME                  TRANS        AWARD      SCHED    ORIG  RFMS  ORIGINATION  ORIG
ORIGINATION ID                    #    EFC    AMT        AWARD    STAT  STAT  PROC DATE    SOUR
------------------------------ ----- ----- -------- --------  ----  ----  ----------- ----
FOREMAN, FARAH L                 01   1033  $2250.00  $2250.00  B                           F
999727403FO200101111100

GRANT, GRANT                     08      0  $3300.00  $3300.00  B                           I
999846500GR200101111100

IRLANDO, IRVING                  01      0  $3300.00  $3300.00  B                           I
999903301IR200101111100

OPPENHEIMER, ORLANDO             01      0  $3300.00  $3300.00  B                           I
999823130OP200101111100

PALMER, PAUL O                   01      0  $3300.00  $3300.00  B                           I
999740800PA200101111100

SMITH, JANE                      01      0  $3300.00  $3300.00  B                           M
781111111SM200101111100

Total Pell Origination Records                          6
Total Accepted Pell Origination Records                 0

Total Award Amount                       $      18750.00
Total Accepted Award Amount              $          0.00
Total Scheduled Award Amount             $      18750.00

Total Pell Origination Records                          6
Total Accepted Pell Origination Records                 0

Total Award Amount                       $      18750.00
Total Accepted Award Amount              $          0.00
```

Lesson 5 Exercise

Scenario:

As you arrive at work this morning, you read an e-mail from your boss asking you to complete two tasks before noon

- Export the origination records you have created so that your EDExpress administrator can transmit the file to the RFMS today
- Provide your boss with a list of all origination records that have been created for independent students

Instructions:

1. Export all origination records and print an origination list, in origination ID order, containing only independent records If necessary, use the step-by-step instructions below
2. Answer the questions at the end of the exercise
3. Refer to the origination status codes on page 2-21 if necessary

Step	Action	
1	Select **File/Export** from the menu bar.	☐
2	Click the Pell tab.	☐
3	Select **Origination Data - RFMS** as the export type.	☐
4	Click **OK**.	☐
5	Review the Export Statistics box. Click **OK** to continue.	☐
6	Select **File/Print** from the menu bar.	☐
7	Click the Pell tab.	☐
8	Select **Origination List**.	☐
9	Click **Screen** to route the listing to the screen.	☐
10	Click **Selection Criteria**.	☐
11	Click the ellipsis button.	☐
12	Click **Dependency Status**, then click **OK**.	☐
13	Click **OK** again.	☐
14	Use the list in the Field Value column to select **I**, for Independents.	☐
15	Click **OK**, then click **Close**. You have developed a query to select your independent students on the database.	☐
16	Click **OK** to run the report.	☐
17	Review the report, then click the Close button.	☐

[Slide 2-22]

Lesson 5 Exercise, continued

1. How many origination records were in the batch that you exported?

2. What was the message class of the batch that you exported?

3. What was the origination status on the records you exported **before** you exported them?

4. What was the origination status on the records you exported **after** you exported them?

5. How many records for independent students are in your database?

6. How many of the records for independent students have been exported?

Lesson 6 - Import Acknowledgement Records

Objectives

At the end of this lesson, you should be able to:

1. Import a batch of origination acknowledgement records.
2. Review and make changes to the acknowledged origination record.

[Slide 2-23]

Importing Acknowledgement Records

*Select **File/Import** from the menu bar.*

*Click the **Pell** tab.*

*Select **Origination Acknowledgement - RFMS** as the import type.*

*Click **File** to specify the file to import.*

*Review the files in the identified directory and click on **PGOA01OP.DAT**.*

*Click **Open** to select the file and to return to the import screen.*

*Click **Screen** as the report destination.*

*Click **OK** to begin importing the acknowledgement records.*

As we learned in the first lesson, origination is a six-step process:

1. Enter	4. Process
2. Export	5. Receive
3. Transmit	6. Import

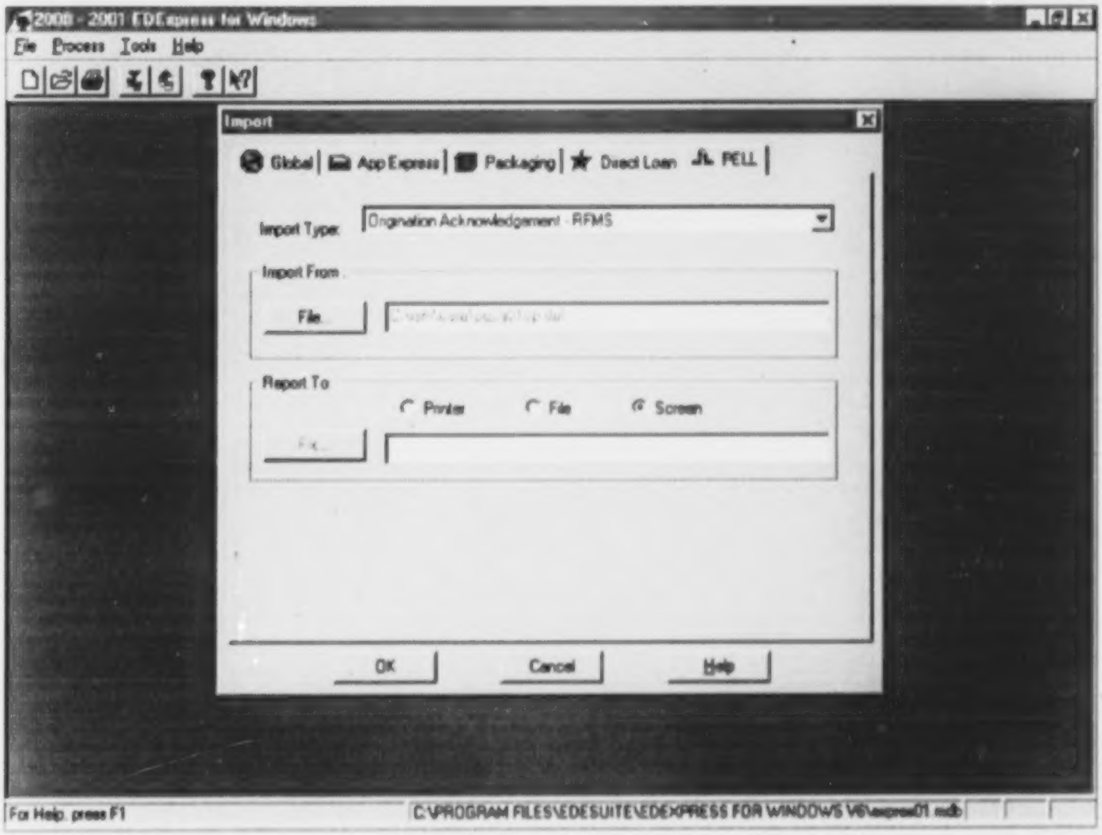
After you export the origination records, you use Edconn32 (transmission software) to access the Student Aid Internet Gateway and transmit the file to your mailbox. (Step 3)

The RFMS retrieves your origination records, processes them, and places an acknowledgement file in your mailbox. (Step 4)

Using Edconn32, you send a request to the SAIG to receive the acknowledgement file. (Step 5)

Steps 3 through 5 are standard across all electronic processes, whether you are sending applications, application corrections, or Pell Grant origination records. For that reason, we will not cover them in detail in this training workshop.

Once you have received the acknowledgement file (Step 5) you need to import the acknowledgement records.



Import Type: Origination Acknowledgement - RFMS

Report To: ○ Printer ○ File ● Screen

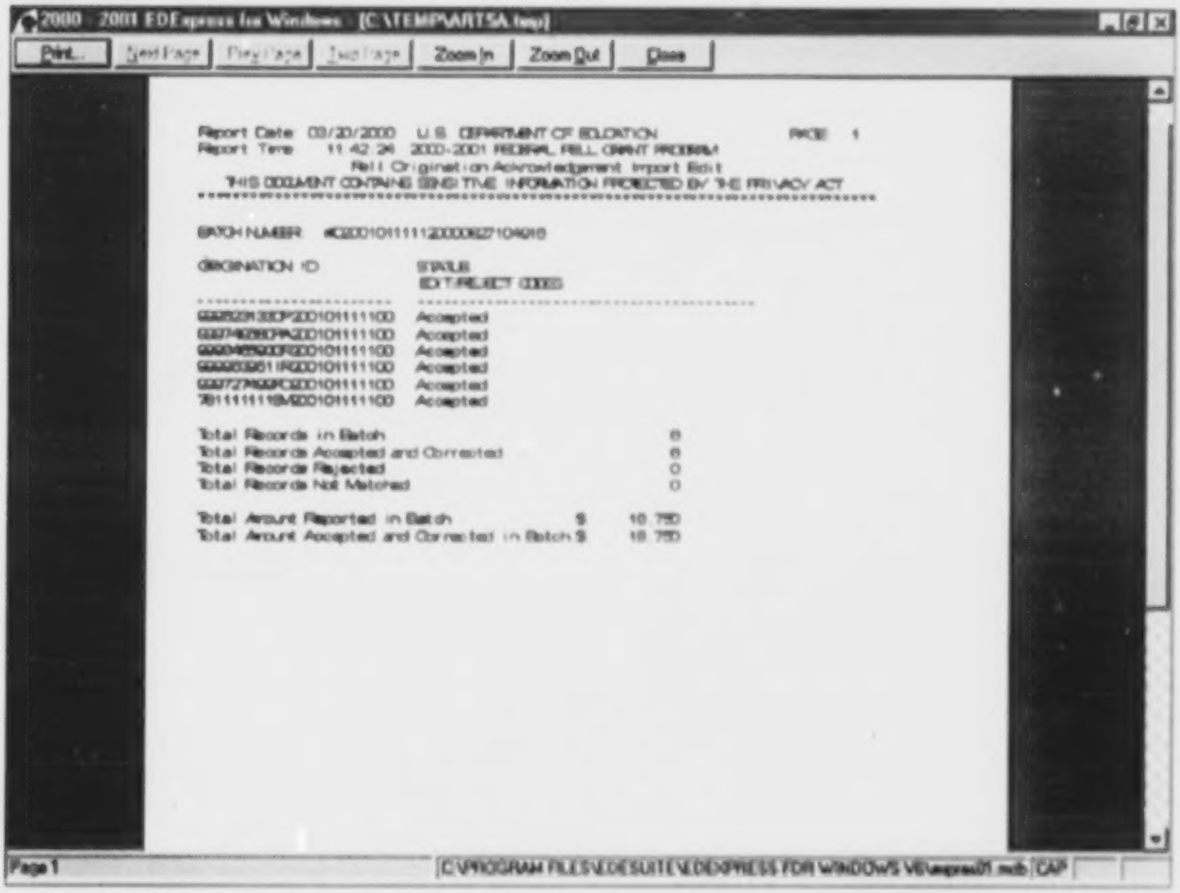
2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
Import From
File...
Report To
File...
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

When the import is complete, a batch report displays statistics about imported data. The Import Edit report shows you which records were accepted or rejected by RFMS. The report also provides a summary of the disbursement amounts reported in the batch and the disbursement amounts accepted by RFMS.

Note: The name of the imported file is changed from PGOA01OP to PGOA01BK so that you and EDExpress can distinguish it from other files that may not yet have been imported.

*Click **OK** to close the In Progress box.*

*Review the Import Edit report, then click the **Close** button to continue.*



2000 - 2001 EDExpress for Windows - [C:\TEMP\ARTSA.tmp]
Print...
Next Page
Prev Page
Two Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V8\express01.mdb
CAP

```
Report Date  03/20/2000   U.S. DEPARTMENT OF EDUCATION              PAGE  1
Report Time    11:42:24   2000-2001 FEDERAL PELL GRANT PROGRAM
                   Pell Origination Acknowledgement Import Edit
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************

BATCH NUMBER   [illegible]

ORIGINATION ID              STATUS
                            EDIT/REJECT CODES
-------------------------   ------------------------------
[illegible]200101111100     Accepted
[illegible]200101111100     Accepted
[illegible]200101111100     Accepted
[illegible]200101111100     Accepted
[illegible]200101111100     Accepted
[illegible]200101111100     Accepted

Total Records in Batch                               6
Total Records Accepted and Corrected                 6
Total Records Rejected                               0
Total Records Not Matched                            0

Total Amount Reported in Batch              $    10,750
Total Amount Accepted and Corrected in Batch $   10,750
```

Review Records

*Select **File/Open** from the menu bar*

Click the ellipsis button

Select a record by clicking its SSN

In this example, click the SSN for Paul Paulmer

*Click **OK***

*Click **OK** again*

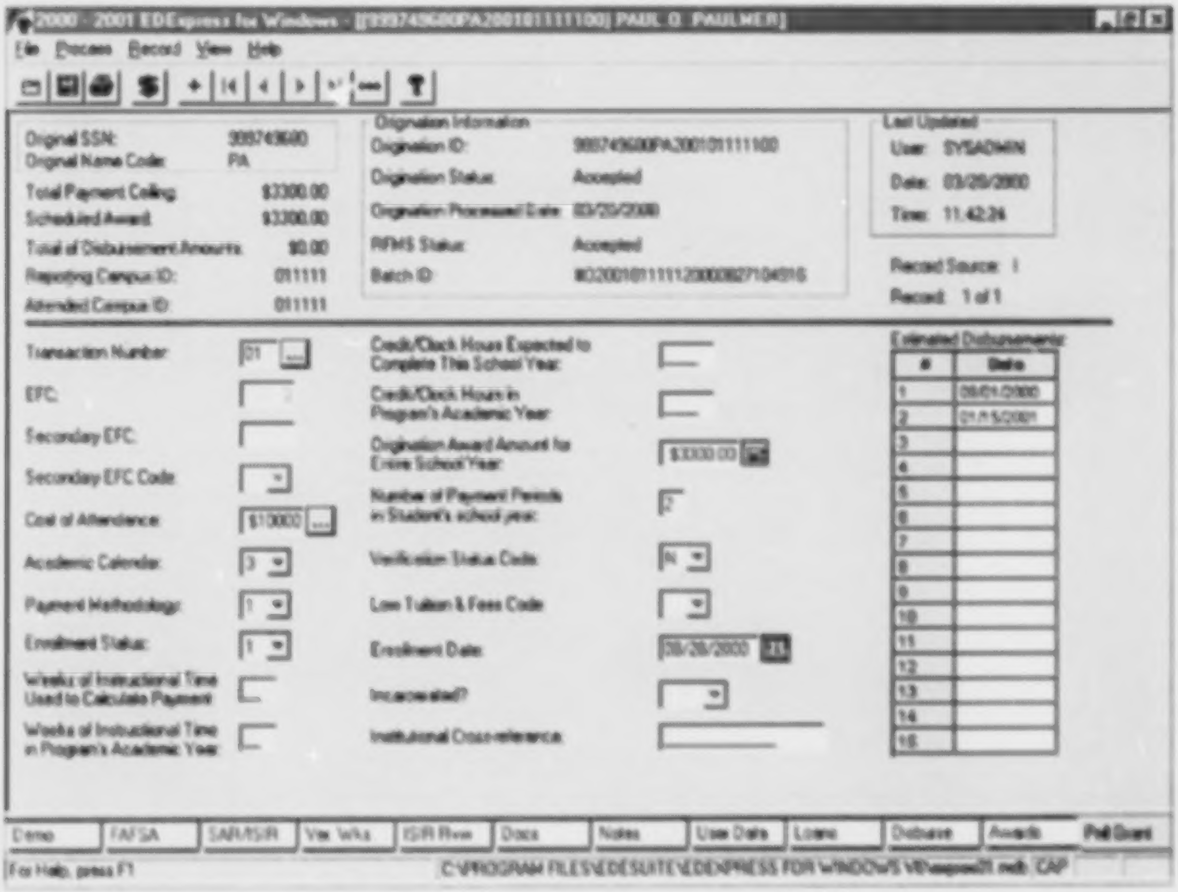
*Click on the **Pell Grant** tab*

The origination record is displayed

After importing an acknowledgement batch, you may want to go back and review individual origination records.

Note that the origination status is "Accepted." Also, the RFMS status is "Accepted." This tells you that an acknowledgement record was imported, indicating that the RFMS accepted the origination record with no corrections.

If the acknowledgement record indicated that RFMS accepted the record and made corrections, the values for the corrected fields are updated on the origination record. the comment codes on the acknowledgement indicate which fields were corrected.


2000 - 2001 EDExpress for Windows - [[999749600PA200101111100] PAUL O. PAULMER]
File Process Record View Help
Demo
FAFSA
SAR/ISIR
Ver. Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V8\expsm01.mdb CAP

Original SSN: 999749600
Original Name Code: PA
Total Payment Ceiling: $3300.00
Scheduled Award: $3300.00
Total of Disbursement Amounts: $0.00
Reporting Campus ID: 011111
Attended Campus ID: 011111

Origination Information
Origination ID: 999749600PA200101111100
Origination Status: Accepted
Origination Processed Date: 03/20/2000
RFMS Status: Accepted
Batch ID: #O200101111120000827104516

Last Updated
User: SYSADMIN
Date: 03/20/2000
Time: 11:42:24

Record Source: I
Record: 1 of 1

Transaction Number: 01
EFC:
Secondary EFC:
Secondary EFC Code:
Cost of Attendance: $10000
Academic Calendar: 3
Payment Methodology: 1
Enrollment Status: 1
Weeks of Instructional Time Used to Calculate Payment:
Weeks of Instructional Time in Program's Academic Year:

Credit/Clock Hours Expected to Complete This School Year:
Credit/Clock Hours in Program's Academic Year:
Origination Award Amount for Entire School Year: $3300.00
Number of Payment Periods in Student's school year: 2
Verification Status Code: N
Low Tuition & Fees Code:
Enrollment Date: 08/28/2000
Incarcerated?
Institutional Cross-reference:

Estimated Disbursements

#	Date
1	08/01/2000
2	01/15/2001
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Make Changes

You can update or modify the origination record at any time. Just add or type over existing data. Save the modified record, export it, and resend it to the RFMS.

Note: When you make changes and save the new record, the batch status changes from "Accepted" to "Ready." The modified record as included in the next origination export batch.

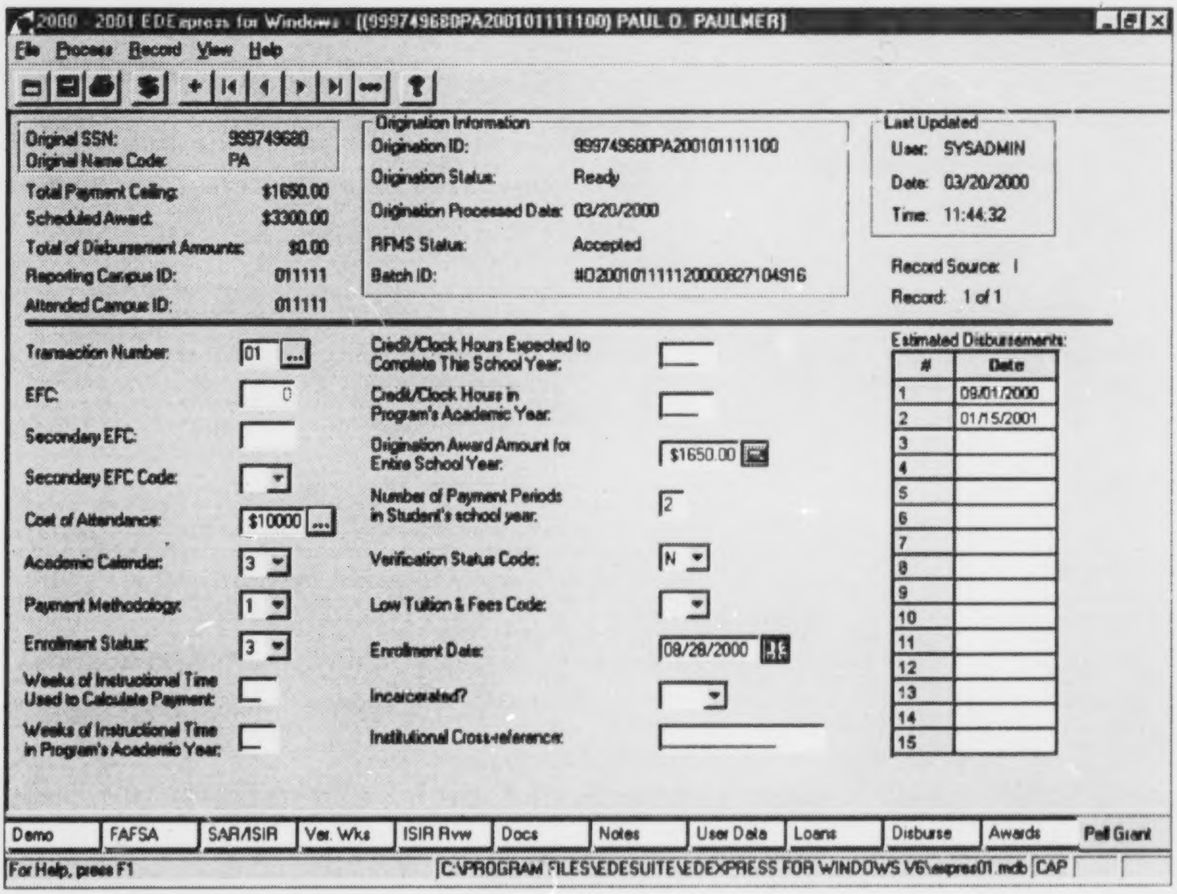
*Change the enrollment status to **3** for half-time status.*

*Change the award amount for entire award year to **1650**.*

Click the diskette icon to save the record.

*Click **Yes,** then **OK** to confirm.*

*Select **File/Close** from the menu bar to close the record.*



Original SSN: 999749680
Original Name Code: PA
Total Payment Ceiling: $1650.00
Scheduled Award: $3300.00
Total of Disbursement Amounts: $0.00
Reporting Campus ID: 011111
Attended Campus ID: 011111

Origination Information
Origination ID: 999749680PA200101111100
Origination Status: Ready
Origination Processed Date: 03/20/2000
RFMS Status: Accepted
Batch ID: #O2001011111200000827104916

Last Updated
User: SYSADMIN
Date: 03/20/2000
Time: 11:44:32

Record Source: I
Record: 1 of 1

Transaction Number: 01
EFC: 0
Secondary EFC:
Secondary EFC Code:
Cost of Attendance: $10000
Academic Calendar: 3
Payment Methodology: 1
Enrollment Status: 3
Weeks of Instructional Time Used to Calculate Payment:
Weeks of Instructional Time in Program's Academic Year:

Credit/Clock Hours Expected to Complete This School Year:
Credit/Clock Hours in Program's Academic Year:
Origination Award Amount for Entire School Year: $1650.00
Number of Payment Periods in Student's school year: 2
Verification Status Code: N
Low Tuition & Fees Code:
Enrollment Date: 08/28/2000
Incarcerated?
Institutional Cross-reference:

Estimated Disbursements:

#	Date
1	09/01/2000
2	01/15/2001
3	
4	
5	
6	
7	
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12	
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14	
15	

For Help, press F1
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Lesson 6 Exercise

Scenario:

One of your job responsibilities is to import and review all origination records received from the RFMS. Your processing schedule indicates that you import acknowledgements.

Instructions:

1. Import the acknowledgement file that is in your C:\IAM\DATA folder. If necessary, use the step-by-step instructions below.
2. Answer the questions at the end of the exercise.

Step	Action	
1	Select **File/Import** from the menu bar.	☐
2	Click the **Pell tab**.	☐
3	Select **Origination Acknowledgement - RFMS** as the import type	☐
4	Click **File**.	☐
5	Click on the **PGOA01OP.DAT** file, then click **Open**.	☐
6	Select **Screen**, then **OK**.	☐
7	Review the edit report box, then click **OK**.	☐
8	Review the edit report, then click **Close.**	☐

1. What was the message class that you imported?

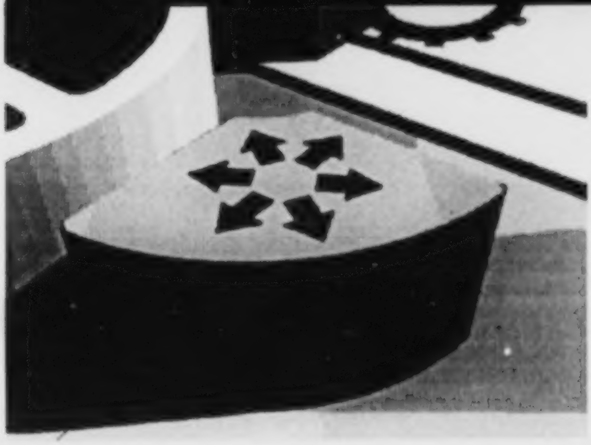
2. How many records were in the acknowledgement file?

3. What was the total amount of the awards accepted by RFMS?

4. Where in EDExpress could you find information about the batch you just imported and all other batches that you have imported and exported?

[Slide 2-24]

Unit 3



Disbursement

Schools are required to send a disbursement record to the RFMS for each Federal Pell Grant disbursement.

The disbursement record reports the disbursement amount and date, and is used to adjust the school's authorization level. This session describes the disbursement record process and how to use EDExpress to create and submit disbursement records.

[Slide 3-1]

Lesson 1 - Disbursement Overview

Objectives

At the end of this lesson, you should be able to:

1. Understand the process for creating and sending disbursement records.
2. Know what data are included on the disbursement record.
3. Understand how RFMS edits the records.
4. Know about the special disbursement record.

[Slide 3-2]

Introduction

You are required to report each Federal Pell Grant payment made to each eligible student. Most schools report payments using a disbursement record, which has only five data elements. Schools on Reimbursement and schools that have lost eligibility during the award year use the special disbursement record. This record reports award data by payment period and contains 18 data elements.

Note: For simplicity sake, when we refer to "disbursement record" in this lesson, we mean both "regular" disbursement records and special disbursement records. At the end of this lesson, we provide a separate discussion of the unique requirements of the special disbursement record.

The disbursement record tells the RFMS how much you paid, or will pay, the student. It also informs RFMS when you disbursed, or will disburse, funds to the student. Unlike the award amount on the origination record, the amount on the disbursement record has a direct impact on your school's Federal Pell Grant authorization level. The disbursement amount and date reported on the record must match your school's records.

[Slide 3-3]

Timing of Submissions

As we mentioned in Unit 2, the RFMS must have an accepted origination record before it accepts the disbursement record. The origination and disbursement record can be transmitted at the same time, but if there's a problem with the origination record, the disbursement record will be rejected.

Schools using Advance Funding can submit disbursement records to the RFMS up to 30 days before the actual disbursement to the student. However, schools may wish to wait until closer to, or after the disbursement date, because if a disbursement isn't made the school will need to submit another disbursement record adjusting the payment amount. For schools participating in the Just-in-Time payment pilot, the disbursement record must be sent no earlier than five days prior to the disbursement. Disbursement records are also requests for funds under Just-in-Time.

In all cases, a record that's submitted too early will be rejected. Also, a school is required to submit the disbursement record no later than 30 days after making payment.

EDExpress includes an edit that prevents the creation of a disbursement record more than 30 days (for Advance Funding schools) and more than 5 days (for Just-in-Time schools) before the disbursement date reported on the record.

[Slide 3-4, 3-5]

Disbursement Process

Below is the overall 6-step disbursement record process. The process is very similar to the origination process:

1) You start by creating disbursement records. You have the same options you have with origination records: You can use 1) EDExpress, 2) another system, or 3) a combination of another system and EDExpress.
2) After you've created disbursement records, you export them into a message class called PGDR00IN.
3) You send the file to RFMS over the SAIG.
4) After the RFMS receives the file it will edit the records. At the same time, RFMS will provide information to GAPS. The sum of the disbursement amounts on the records in the file you sent will be calculated, and your school's authorization level will be adjusted accordingly.
5) Each disbursement record received at RFMS generates an acknowledgement record that is placed in your school's mailbox.
6) You retrieve the acknowledgement file and import it into EDExpress or another system you are using at your campus to manage Pell Grant records.

RFMS will place the acknowledgement file in your mailbox within hours of receiving the disbursement record. Since the school's authorization level is adjusted as a result of the disbursement records, it will be able to draw down additional funds within one to two days after submitting accepted disbursement records and making disbursements to students. The RFMS goal is to process disbursement records and return acknowledgements within 6 to 8 hours, and to have funds available to drawdown within 24 to 36 hours.

Just as with the origination process, the disbursement record acknowledgement will have an action code:

A — (Accepted) All data was accepted.

C — (Corrected) RFMS changed the disbursement amount to be consistent with other data; the acknowledgement record contains the accepted value, not the reported value.

E — (Rejected) Errors were made on one or more data fields and the record was rejected. You must make corrections.

For a small number of students, you will receive two records in response to a disbursement record:

- An acknowledgement record, and
- A Multiple Reporting Record (MRR)

An MRR alerts you that another school sent a disbursement record for the same student leading to a potential overpayment. We'll discuss the MRR later in this session.

[Slide 3-6]

Disbursement Record

The disbursement record is short and simple. The five fields follow:

1. **Origination ID** identifies the student and the attending campus.
2. **Disbursement Reference Number** is a number from 01 to 90 that is unique to the disbursement record. This number allows the system to distinguish one disbursement record from another for the same student.
3. **Disbursement Date** is when the Federal Pell Grant is disbursed to the student. If this date is more than 30 days prior to the date when RFMS processes the record, a reject edit will be returned on the acknowledgement record.
4. **Disbursement Amount** is the amount you will pay the student. It can be a positive or negative amount.
5. **Debit/Credit Flag** tells the system whether the reported disbursement amount is a credit (a positive amount) or a debit (a negative amount). Note that the first disbursement record you send must be a positive amount.

If you use EDExpress, you only need to enter two fields: disbursement date and disbursement amount. EDExpress automatically creates and places the other fields on the record.

[Slide 3-7]

Changing the Disbursement Amount

What do we mean by credit and debit?

You may need to update or correct the disbursement amount you reported on the disbursement record.

Changes to the disbursement amount are reported by simply submitting a new disbursement record. RFMS will add (credit) or subtract (debit) the new amount, keeping a running total of the amount you disbursed to the student. For example, the student's enrollment status might change after you send in the disbursement record and before the disbursement date. You must report to the RFMS **the difference** between what you actually disbursed and the amount you reported previously on a disbursement record. You report the difference by submitting a new disbursement record with a negative or positive disbursement amount.

[Slide 3-8]

Example - Changing the Disbursement Amount

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Sept 11 **First Disbursement Record Sent** Disbursement Amount = $1,175 Disbursement Date = 9/18/20 Debit/Credit Flag = P (Positive)	Sept 12	Sept 13	Sept 14 **Receive Notification that Student Will Not Enroll**	Sept 15 **Second Disbursement Record Sent** Disbursement Amount = $1,175 Debit/Credit Flag = N (Negative)	Sept 16	Sept 17
Sept 18	Sept 19	Sept 20	Sept 21	Sept 22	Sept 23	Sept 24

Editing

RFMS edits the disbursement record to ensure that logical, consistent, and complete information has been provided. If you use EDExpress, much of this editing will take place before you are allowed to save the disbursement record to your database. If you use another system besides EDExpress, you should make sure that it has edits in place to prevent your record from getting rejected. The major edits follow:

- First, you must have sent an origination record for the student that was accepted. When RFMS receives the disbursement record it will check to see if an accepted origination record is on file, or is with the same transmission from the school.
- RFMS won't accept duplicate records. A duplicate record is one that has the same Origination ID and **Disbursement Reference Number. EDExpress will prevent you from sending duplicate records.**
- RFMS also edits the disbursement date:
  1) If the date is more than 10 days before the enrollment date on the origination record, the disbursement record will be rejected.
  2) If the date is more than 30 days after the date the disbursement record is processed, an acknowledgement record will be returned with a warning edit code.
  3) RFMS will not accept a disbursement record after September 30, 2000, unless the record has a negative disbursement amount, or your post-deadline processing request is approved by the Department.
- RFMS will reject the first disbursement record if the disbursement amount is negative.

A 3-digit edit code is returned on the acknowledgement record indicating the edit reason. A list and description of the codes is found on the table on the following page.

[Slide 3-9]

Disbursement Record Edit Codes

Edit Codes	Message	Type
401	Invalid Origination ID (not in Valid Format)	Rejected
402	Origination ID does not Match on RFMS	Rejected
403	Disbursement Reference Number not Valid	Rejected
404	Debit/Credit Indicator Flag not Valid	Rejected
405	Disbursement Amount not Valid	Rejected
406	Disbursement Amount not in Range	Warning
407	Disbursement Date not Valid Date Format	Rejected
408	Disbursement Date not Valid for Processing Date or not in Valid Range	Rejected
409	Institution Must Submit Special Disbursement	Rejected
410	Potential Concurrent Enrollment-Multiple Reporting Sent Separately	Warning
411	Potential Overaward Payment-Multiple Reporting Sent Separately	Warning
412	Negative Disbursement cannot be Accepted without Previous Positive Disbursement	Rejected
413	Insufficient Negative Disbursement Amount-Negative Disbursement Expected for Difference Amount	Warning
414	Origination in "Over_Paid" Status-Positive Disbursement cannot be Accepted	Rejected
415	Institution Status Indicates Institution Must Submit Special Disbursement Record	Rejected
416	Negative Disbursement Adjusted to Reflect Accepted Previous Disbursement Balance	Warning
417	Disbursement Submitted after End of Processing Year and Institution has not been Granted Administrative Relief	Rejected
418	Origination Indicates Verification Status 'W,' Disbursement Adjusted to 50% of Origination Award Amount	Warning
419	Origination Indicates Verification Status 'W,' Maximum Allowable Disbursement for Student 50% of Award Amount	Warning
420	Origination Indicates Verification Status 'W,' only one Disbursement Allowed	Rejected
421	Disbursement Generated after Verification Deadline Date	Rejected

Adjusting the Disbursement Amount

RFMS keeps a running total of the disbursement amounts submitted on disbursement records. Each time a disbursement record is received, the running total is compared with the accepted expected award amount on the origination record. If the amount on the disbursement record causes the total to exceed the accepted expected award amount, only the portion of the disbursement amount within the expected award amount will be accepted.

Example - Adjusting the Disbursement Amount

Date	Student and School Action
August 28, 2000	*Student plans to enroll half-time for both the fall and spring semester* **School submits origination record**: Award amount = $1,650 Enrollment status = 3 (half-time)
September 15, 2000	*Student enrolls half-time in fall semester* **School submits disbursement record**: Disbursement amount = $825
January 21, 2001	*Student changes plans and enrolls full-time in spring semester* **School submits disbursement record**: Disbursement amount = $1,650 **School receives acknowledgement record**: Status = C (Corrected) Disbursement amount = $825
January 22, 2001	**School submits origination record**: Award amount = $2,475 Enrollment status = 5 (Other) **School submits disbursement record**: Disbursement amount = $825

Updating the Verification Code

RFMS also checks the verification status code submitted on the origination record when processing disbursement records. A school can't make more than one disbursement for a student selected for verification until the student supplies documentation to verify or correct the application data. As long as the student's verification status is "W" (for "without documentation"), RFMS will reject any disbursement submitted after the first disbursement, and will also correct the first disbursement if it's for more than half the award amount. As soon as the school completes verification, it must submit an origination record with the revised verification status and also submit applicable disbursement records.

NEW!

An edit is applied in EDExpress that limits the disbursement amount to one half of the Total Payment Ceiling for the student if the verification status flag is W.

[Slide 3-10]

Example - Updating the Verification Code (School Does Not Use EDExpress)

Date	School Action
July 20, 2000	**School submits origination record**: Award amount = $1,850 Verification status = W
September 1, 2000	**School submits disbursement record**: Disbursement amount = $925 **School receives acknowledgement record:** Status = A (Accepted)
January 2, 2001	**School submits disbursement record**: Disbursement amount = $925 **School receives acknowledgement record**: Status = E (Rejected) Disbursement amount = $0
January 3, 2000	**School submits origination record**: Award amount = $1,850 Verification status = A (Accurate) **School submits disbursement record**: Disbursement amount = $925 **School receives disbursement acknowledgement record**: Status = A (Accepted) Disbursement amount = $925

Special Disbursement Records

Schools that the Department places on either Reimbursement or Cash Monitoring funding methods are required to use special disbursement records when reporting payments for Pell recipients. Special disbursement records contain much more data than regular disbursement records. They will allow the RFMS to track the disbursement of Federal Pell Grants for each payment period. The process for creating and submitting the special disbursement record is the same as the regular disbursement record. The major difference is the additional data required on the special disbursement record.

For each payment period, the special disbursement record contains the number (the payment period the record is referencing), the start and end dates, the total payment, and additional information that was used to calculate the payment amount such as enrollment status and cost of attendance.

While only a small number of schools are required to use special disbursement records, other schools may use special disbursement records to track their Federal Pell Grant funding on a payment-period specific basis, if they wish to do so. This may help some schools that serve students at many different enrollment levels, such as those schools that enroll large numbers of part-time or evening students.

[Slide 3-11]

Lesson 1 - Exercise [Slide 3-12]

Instructions

1. Read the two scenarios and answer the questions that follow.
2. Take the true/false quiz to review and reinforce what you have learned so far about disbursements.

Scenario #1

You are using a system—other than EDExpress— to create origination and disbursement records. You create an origination record for Jane Hughes showing an award amount of $1,850. You submit a disbursement record for the first payment period with a disbursement amount of $1,650. You submit a disbursement record the second payment period that also has an amount equal to $1,650.

1. What information will appear on the acknowledgement record for the first disbursement?

Disbursement amount $ ______________
Action Code ________________
A = Accepted
C = Corrected
E = Rejected

2. What information will appear on the acknowledgement record for the second disbursement?

Disbursement amount $ ______________
Action Code ________________
A = Accepted
C = Corrected
E = Rejected

Scenario #2

During the summer of 2000, you submit an origination record for Jim Hogan showing an award amount for the full year of $2,350. The award amount assumes that Jim will attend full-time. In early September, you submit a disbursement record showing that you plan to make a payment to Jim of $783.33 on September 21st, after the beginning of the first term. The disbursement amount assumes that Jim will enroll half-time. However, a week before the actual disbursement date, Jim changes his enrollment status to full-time. He now is entitled to only $391.67. You need to send another disbursement record to the RFMS reporting the change.

1. What information do you report on the disbursement record?

Disbursement Amount $ ___________
Debit/Credit Indicator __________
P = Positive
N = Negative

2. Do you need to submit another origination record?

Lesson 1 - Exercise, continued

True or False:

______ You must report to the RFMS each Pell Grant disbursement made to each eligible student.

______ Your school may submit special disbursement records even if it is not on the Reimbursement or Cash Monitoring funding methods.

______ Under certain conditions, RFMS will accept a disbursement record before it has received and accepted an origination record.

______ Schools under the Advance funding method are required to submit disbursement records within five days of making payment to the student.

______ If you submit an origination record with a verification status equal to W, RFMS will not accept a second disbursement record for the student until you submit a new origination record indicating that you have received full documentation from the student and have completed verification.

Activity

For training purposes, we need to set the date on each PC to 08/30/2000 so that the system will accept any disbursements that we process.

Complete the following steps to change the date on your computer:

Step	Action	
1	Click on the **Start** button on the Windows Start up screen.	☐
2	Select **Settings**.	☐
3	Select **Control Panel**.	☐
4	Double click on the **Date/Time** icon.	☐
5	Select the month **August** from the drop down menu.	☐
6	Click on the day, the **30th**, on the calendar. Leave the year at 2000.	☐
7	Click **OK** to process the date change.	☐

Tip: After changing the date, do not exit the software or you will be required to enter a special password (known only by CPS) when you try to re-enter the software. If you change the date back to the current date before exiting the software, no password is required upon re-entry.

Lesson 2 - Handling Multiple Reporting Records

Objectives

At the end of this lesson, you should be able to:

1. Understand when and how RFMS will inform you of a concurrent enrollment situation.
2. Understand when and how RFMS will inform you of a potential overpayment.
3. Interpret the record type codes on an MRR.

[Slide 3-13]

Introduction

What happens if more than one school submits disbursement records for the same student?

RFMS edits disbursement records for two specific situations involving reported disbursements at two or more schools. The first is if the student is receiving payment for concurrent enrollment. The second is if the combination of payments at multiple schools would cause the student to receive more than a Scheduled Award.

In both instances, RFMS informs all schools by automatically transmitting a Multiple Reporting Record, or MRR. The MRR identifies the student, providing the original SSN, name code, transaction number, and EFC. It also provides information about the other school, including the institution ID, financial aid administrator's name, address, phone number, fax number, and email address.

Concurrent Enrollment

RFMS checks to see whether the enrollment date you reported on the origination record is more than 30 days before or after the enrollment date reported on an origination record submitted by another school. If the dates are within 30 days of each other, and the other school has an accepted disbursement for the student, the disbursement record is accepted and an MRR is automatically sent to each school. Each MRR contains a flag of CE for concurrent enrollment in the record type field.

[Slide 3-14]

Example - Concurrent Enrollment

Date	School A	School B
July 20, 2000	**Submits origination record:** Enrollment Date = August 16, 2000	
August 1, 2000		**Submits origination record:** Enrollment Date = September 7, 2000
August 23, 2000	**Submits disbursement record** **Receives acknowledgement record:** Status = A (Accepted)	
September 2, 2000	**Receives MRR:** Record Type = CE	**Submits disbursement record:** **Receives acknowledgement record:** Status = A (accepted) ED Use Flag = Concurrent Enrollment **Receives MRR:** Record Type = CE

Potential Overpayment

RFMS also checks to see if the disbursement record causes a potential overpayment. The RFMS calculates the percentage of Federal Pell Grant eligibility used at each school submitting disbursement records for a student. The percentage of Federal Pell Grant eligibility used is equal to the disbursement amount divided by the scheduled award. (The scheduled award is the amount the student would receive attending full-year, full-time using the cost of attendance and EFC reported on the origination record.) There is a potential overpayment if the sum of eligibility used across all schools that the student has attended is greater than 100%. The last disbursement record (the one causing the potential overpayment) will have its disbursement amount reduced or rejected. The school that had its disbursement amount reduced or rejected will receive an MRR that shows which other schools made payments that prevented RFMS from accepting its disbursement amount. The other school or schools will receive an MRR showing that its payments have blocked another school from receiving payments.

The "blocked" school, which had its student's reported disbursement amount reduced, will receive an MRR record listing the school or schools that blocked it from receiving the funds. The MRR will contain a flag of PR in the record type field. The "blocker" school(s) will receive an MRR with the blocked school's data. These MRRs will have a flag of PB. If a student should have both a potential concurrent enrollment and potential overpayment situation, the MRR codes would be RC to the "blocked" school and BC to the "blocker" school(s).

A potential overpayment situation can be resolved if the "blocker" school submits a disbursement record with a negative disbursement amount. RFMS will then send an MRR, having a record type flag of PU, to the previously "blocked" school. The now "unblocked" school must submit a new disbursement record to RFMS to receive credit for previously disallowed disbursement amounts; RFMS will not reprocess the previously blocked disbursement record.

[Slide 3-15]

Example - Potential Overpayment

Date	School A	School B
July 20, 2000	**Submits origination record:** Scheduled award = $2,850 Enrollment date = September 15, 2000 **Receives acknowledgement record:** Status = A (Accepted)	**Submits origination record:** Scheduled award = $2,850 Enrollment date = October 25, 2000 **Receives acknowledgement record:** Status = A (Accepted)
September 10, 2000	**Submits disbursement record:** Disbursement amount = $1,425 **Receives acknowledgement record:** Status = A (Accepted) Eligibility used = 50%	
October 15, 2000		**Submits disbursement record:** Disbursement amount = $1,425 Receives acknowledgement record Status = A (Accepted) Eligibility used = 100%
December 27, 2000	**Submits disbursement record:** Disbursement amount = $1,425 **Receives acknowledgement record:** Status = C (corrected) Accepted disbursement = $0 **Receives MRR:** Record Type = PR	**Receives MRR:** Record Type = PB
January 5, 2001	**Receives MRR:** Record Type = PU	**Submits disbursement record:** Disbursement amount = $1,425 Debit/Credit flag = N (Negative) **Receives acknowledgement record:** Status = A (Accepted) Eligibility used = 50%
January 6, 2001	**Submits disbursement record:** Disbursement amount = $1,425 **Receives acknowledgement record:** Status = A (Accepted) Accepted disbursement = $0	

Lesson 2 - Exercise [Slide 3-16]

Instructions

Read the two scenarios and answer the questions that follow.

Scenario #1

Eric James is enrolled in a clock hour program at Hogan Technical Institute. Hogan reports an enrollment date of August 30, 2000 on the origination record it submits for Eric. Eric is also enrolled part-time at Bay Community College. Bay submits an origination record showing a September 7, 2000 enrollment date. Both origination records show that Eric's Scheduled Award is $3,300. Hogan Technical Institute transmits a disbursement record on August 23rd with a disbursement amount of $1,650. On September 7th, Bay Community College also submits a disbursement record with a disbursement amount of $1,650.

1. Will the disbursement amount on Hogan's disbursement record be accepted by the RFMS?

2. Will an MRR be sent to both schools after Hogan submits its disbursement record notifying them that Eric is concurrently enrolled?

3. Will the disbursement amount on Bay's disbursement record be accepted by the RFMS?

4. Will an MRR be sent to both schools after Bay submits its disbursement record? If yes, what record type flag would appear on the MRR?

Scenario #2

Jamel Wilkins enrolls in Big State University for the fall term. Big State submits an origination record with an enrollment date of August 24, 2000 and an award amount of $3,300. On August 20, the financial aid office creates and submits a disbursement record for Jamel showing a disbursement amount of $1,650, or 50% of his scheduled award.

For the spring, Jamel decides to continue full-time at Big State and enroll for two courses (as a half-time student) at Bay Community College. Bay submits an origination record for Jamel on December 20 showing an enrollment date of January 15, 2000. They submit a disbursement record on January 10 with a disbursement amount of $825, or 25% of his scheduled award. Bay receives an acknowledgement record that indicates that the disbursement amount was accepted by RFMS. Big State submits a disbursement record for Jamel's spring semester on January 20 with an award amount of $1,650. They receive an acknowledgement record indicating that a reduced disbursement amount was accepted. Both schools also receive an MRR at this time.

1. Why wasn't an MRR generated after Bay submitted its disbursement record?

2. What disbursement amount was accepted on the disbursement record submitted by Big State University on January 20th?

3. What record type flag was on the MRR sent to Bay Community College?

4. What record type flag was on the MRR sent to Big State University?

Lesson 3 - Creating Disbursement Records

Objectives

At the end of this lesson, you should be able to:

1. Enter a disbursement record manually
2. Create disbursement records using multiple entry
3. Browse the disbursement database

[Slide 3-17]

Manual Entry

You can create disbursement records in EDExpress using one of the following three methods:

- Manual entry
- Multiple entry
- Importing records from one of your school systems

In this lesson, we will create a disbursement record manually for one of the origination records that we created, transmitted, and imported in Unit 2.

Note: EDExpress provides more than one way to complete a task. In this example, we click the Open icon on the tool bar to open a record. In Unit 2, we selected File/Open from the menu bar.

Click the Open icon.

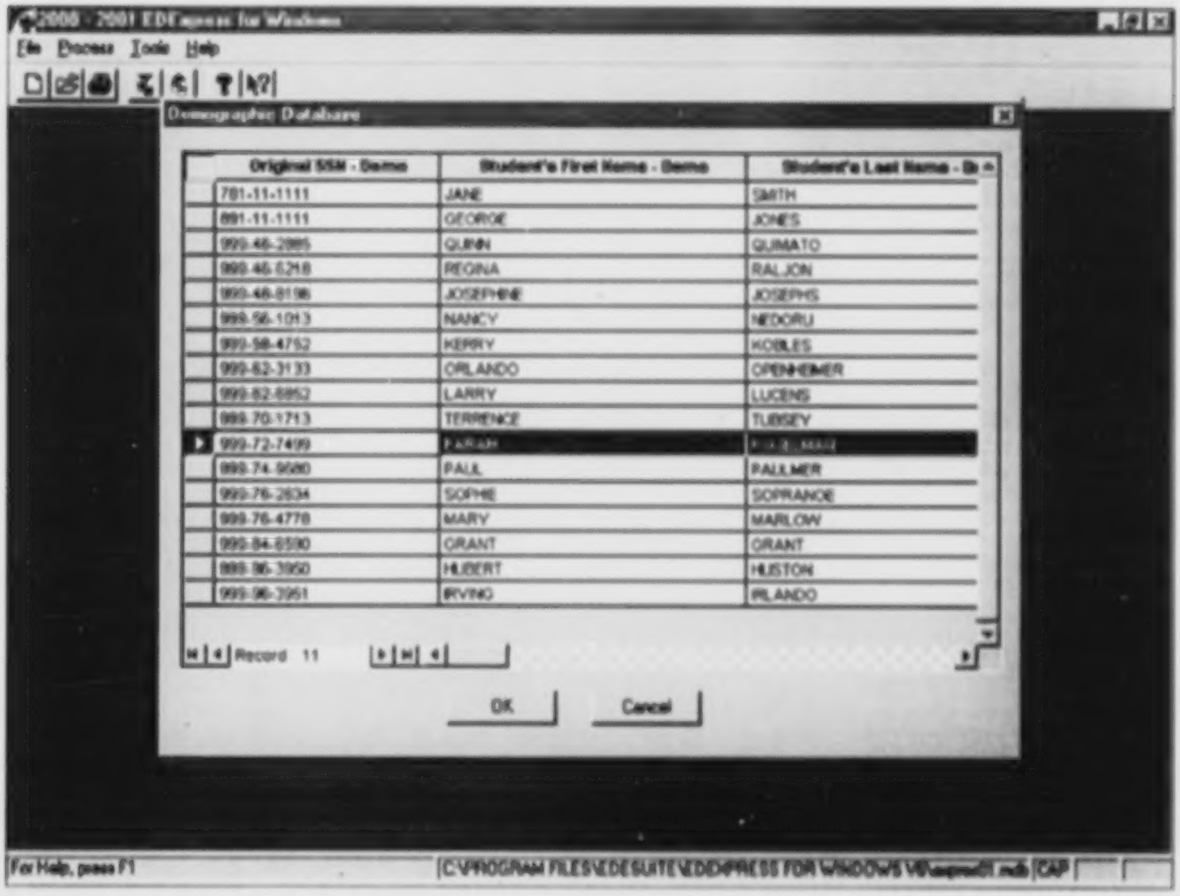
Click the ellipsis button.

Select a record, and click ***OK****.*

In this example, we select the record for Farah Fogelman.

Click ***OK****.*

[Slide 3-18]



Original SSN - Demo	Student's First Name - Demo	Student's Last Name - D
781-11-1111	JANE	SMITH
891-11-1111	GEORGE	JONES
999-46-2885	QUINN	QUIMATO
999-46-5218	REGINA	RALJON
999-48-8198	JOSEPHINE	JOSEPHS
999-56-1013	NANCY	NEDORU
999-58-4752	KERRY	KOBLES
999-62-3133	ORLANDO	OPENHEIMER
999-62-8852	LARRY	LUCENS
999-70-1713	TERRENCE	TUBSEY
999-72-7499	FARAH	FOGELMAN
999-74-9680	PAUL	PAULMER
999-76-2634	SOPHIE	SOPRANOE
999-76-4778	MARY	MARLOW
999-84-6590	GRANT	GRANT
999-86-3950	HUBERT	HUSTON
999-86-3951	IRVING	IRLANDO

Record 11

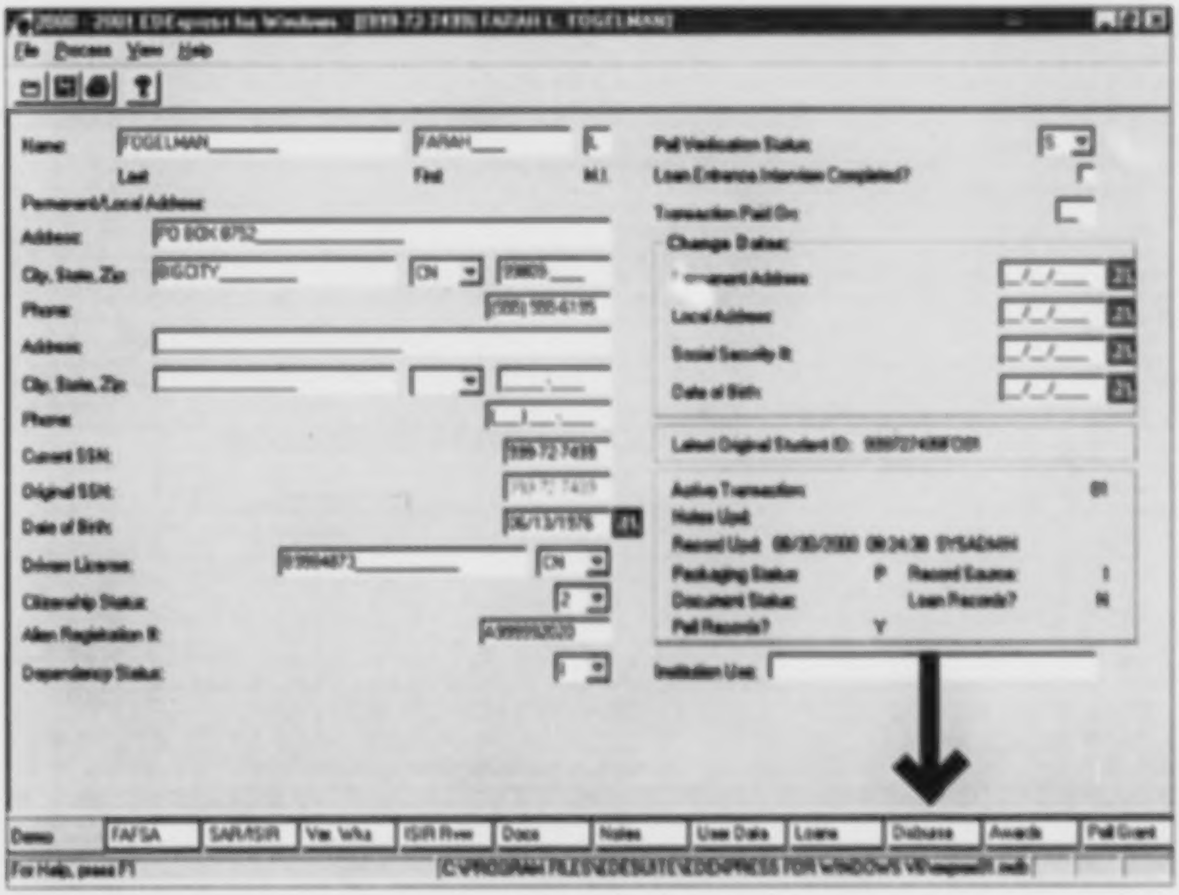
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V8\express01.mdb

The demographic record is displayed

Click the Disburse tab at the bottom

The origination record must be created and saved to the database before you can create a disbursement record.

Click the Disburse tab to access all disbursement information.



Name: FOGELMAN FARAH L
Address: PO BOX 8752
City, State, Zip: BIGCITY CN
Current SSN: 999-72-7439
Citizenship Status: 2
Active Transaction: 01
Record Upd: 08/30/2000 08:24:38 SYSADMIN
Packaging Status: P
Loan Records?: N
Pell Records?: Y

2000 - 2001 EDExpress for Windows - [999-72-7439 FARAH L. FOGELMAN]
File
Process
View
Help
Last
First
M.I.
Permanent/Local Address:
Phone:
Original SSN:
Date of Birth:
Drivers License:
Alien Registration #:
Dependency Status:
Pell Verification Status:
Loan Entrance Interview Completed?
Transaction Paid On:
Change Dates:
Permanent Address:
Local Address:
Social Security #:
Date of Birth:
Latest Original Student ID:
Notes Upd:
Record Source:
Document Status:
Institution Use:
Demo
FAFSA
SAR/ISIR
Ver. Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant
For Help, press F1

Enter two data elements in the first two columns of the first row on this screen:

- Disbursement Date
- Disbursement Amount (which is labeled on the screen "Amount Submitted")

Enter the date in MMDDYYYY format. For example, September 2, 2000 would be entered 09022000. Don't enter back slashes (/) or dashes (-).

EDExpress edits the disbursement date that you enter against today's date as noted on your PC's internal clock. EDExpress will not let you save a disbursement record if:

- The disbursement date is more than 30 days after today's date
- Today's date, as indicated by your PC's internal clock, is before July 1, 2000.

Note: For this training, we have set the clocks of each PC ahead to 08/30/2000.

EDExpress also performs edits on the disbursement Amount Submitted. EDExpress will not let you save a disbursement record if:

- The verification status is W (without documentation) and the Amount Submitted is greater than one half of the student's total eligibility (Total Payment Ceiling) for the year.
- The Amount Submitted exceeds the award amount for the entire year as reported on the origination record.

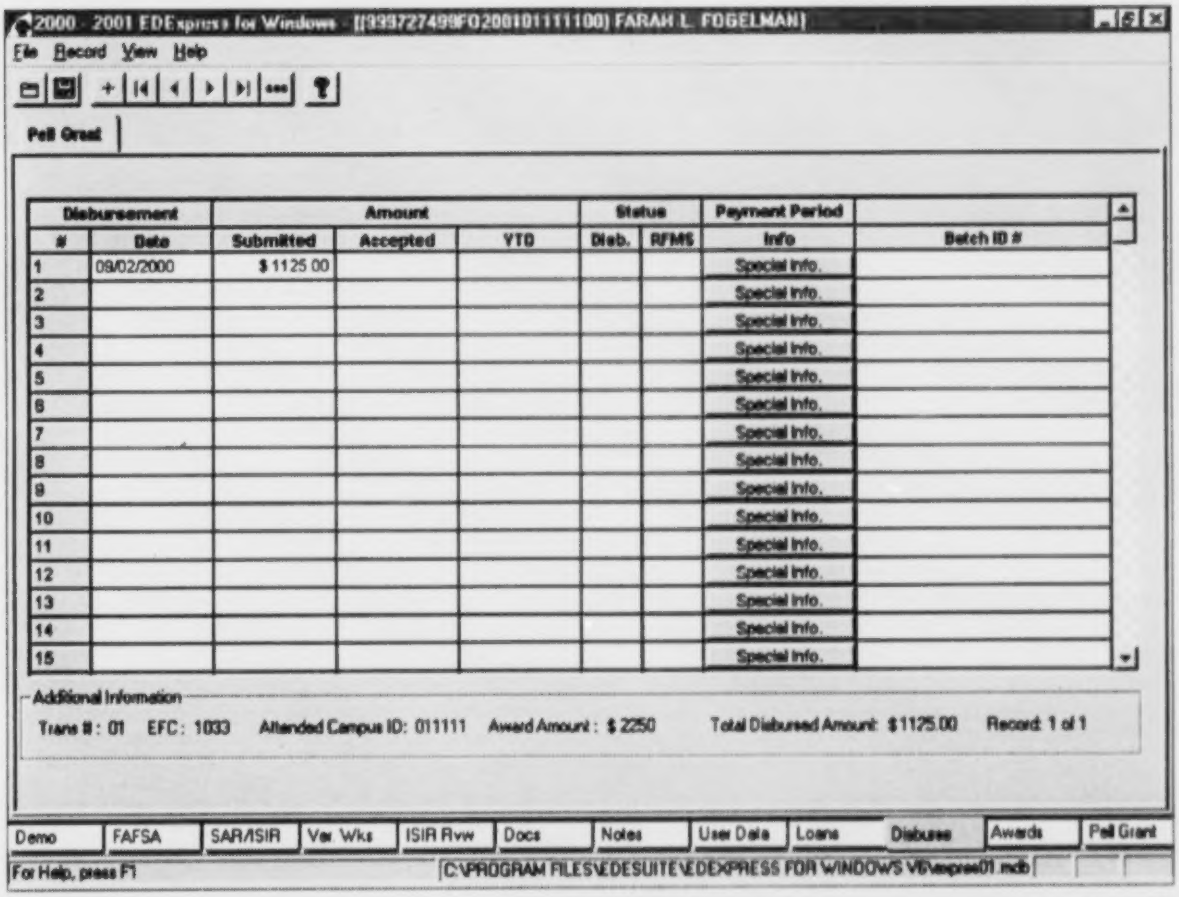
*Enter **09022000** for the Disbursement Date.*

*Enter **1125** as the Amount Submitted.*

*Select **File/Save** from the menu bar.*

*Click **OK**.*

NEW! You can now enter pennies in the amount. If entering pennies, you must also enter the decimal point.


File
Record
View
Help
Pell Grant

2000 - 2001 EDExpress for Windows - [(999727499FO200101111100) FARAH L. FOGELMAN]

Disbursement		Amount			Status		Payment Period	
#	Date	Submitted	Accepted	YTD	Disb.	RFMS	Info	Batch ID #
1	09/02/2000	$ 1125.00					Special Info.	
2							Special Info.	
3							Special Info.	
4							Special Info.	
5							Special Info.	
6							Special Info.	
7							Special Info.	
8							Special Info.	
9							Special Info.	
10							Special Info.	
11							Special Info.	
12							Special Info.	
13							Special Info.	
14							Special Info.	
15							Special Info.	

Additional Information

Trans #: 01 EFC: 1033 Attended Campus ID: 011111 Award Amount: $ 2250 Total Disbursed Amount: $1125.00 Record: 1 of 1

Demo
FAFSA
SAR/ISIR
Ver. Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

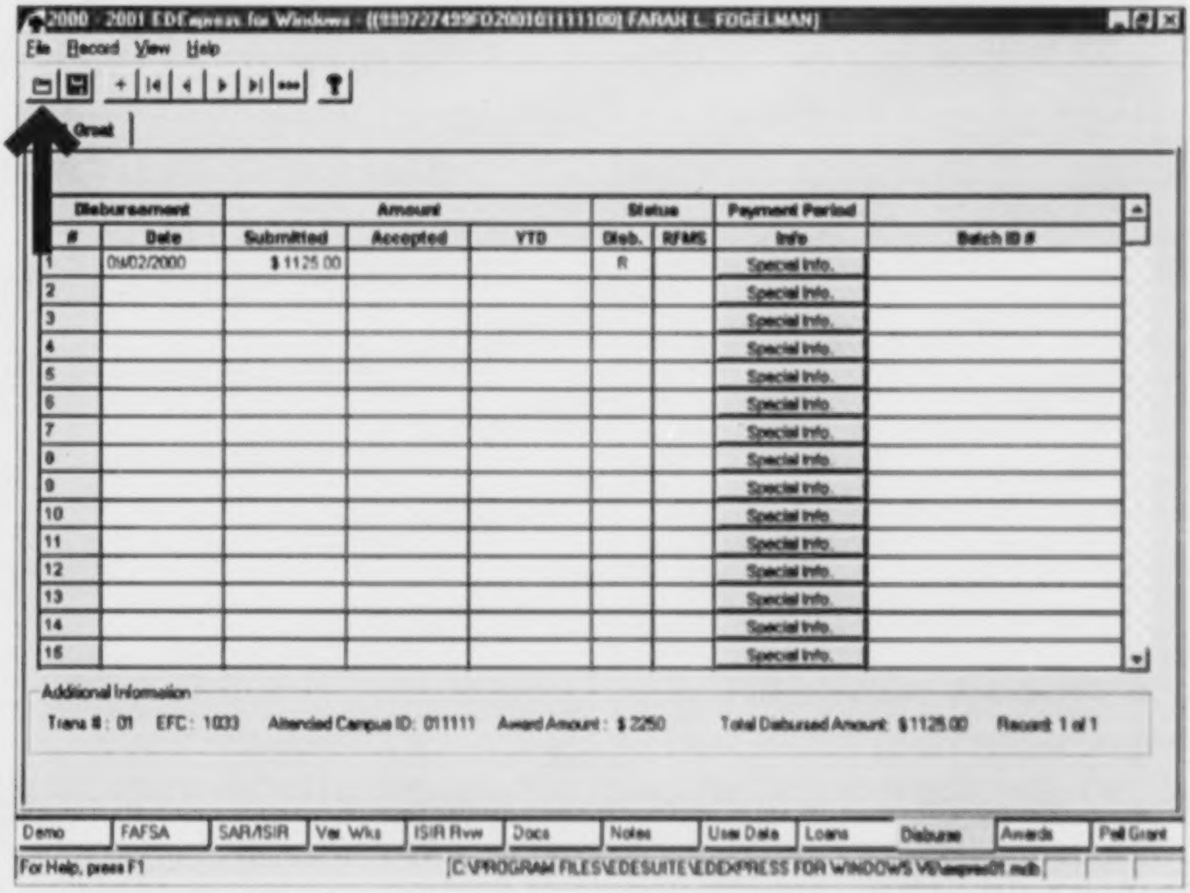
Notice that the Disbursement status is set to R, for "Ready" to be batched. This status code is just like the origination status code. Values that will appear in this column will be:

- **R** Ready
- **B** Batched
- **A** Accepted
- **E** Error

The RFMS status code appears when you import the acknowledgement record from RFMS. This code, as discussed later in the unit, tells you whether the record was accepted, rejected, or corrected.

Also, notice the additional information displayed at the bottom of the screen about the student's origination record. The Total Disbursed Amount is the sum of all submitted disbursement amounts.

Click the Close icon on the tool bar in the upper left corner of the screen to close the record.


2000 - 2001 EDExpress for Windows - [(999727499FD200101111100) FARAH L. FOGELMAN]
File
Record
View
Help
Grant
Demo
FAFSA
SAR/ISIR
Ver. Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

Disbursement		Amount			Status		Payment Period	
#	Date	Submitted	Accepted	YTD	Disb.	RFMS	Info	Batch ID #
1	09/02/2000	$ 1125.00			R		Special Info.	
2							Special Info.	
3							Special Info.	
4							Special Info.	
5							Special Info.	
6							Special Info.	
7							Special Info.	
8							Special Info.	
9							Special Info.	
10							Special Info.	
11							Special Info.	
12							Special Info.	
13							Special Info.	
14							Special Info.	
15							Special Info.	

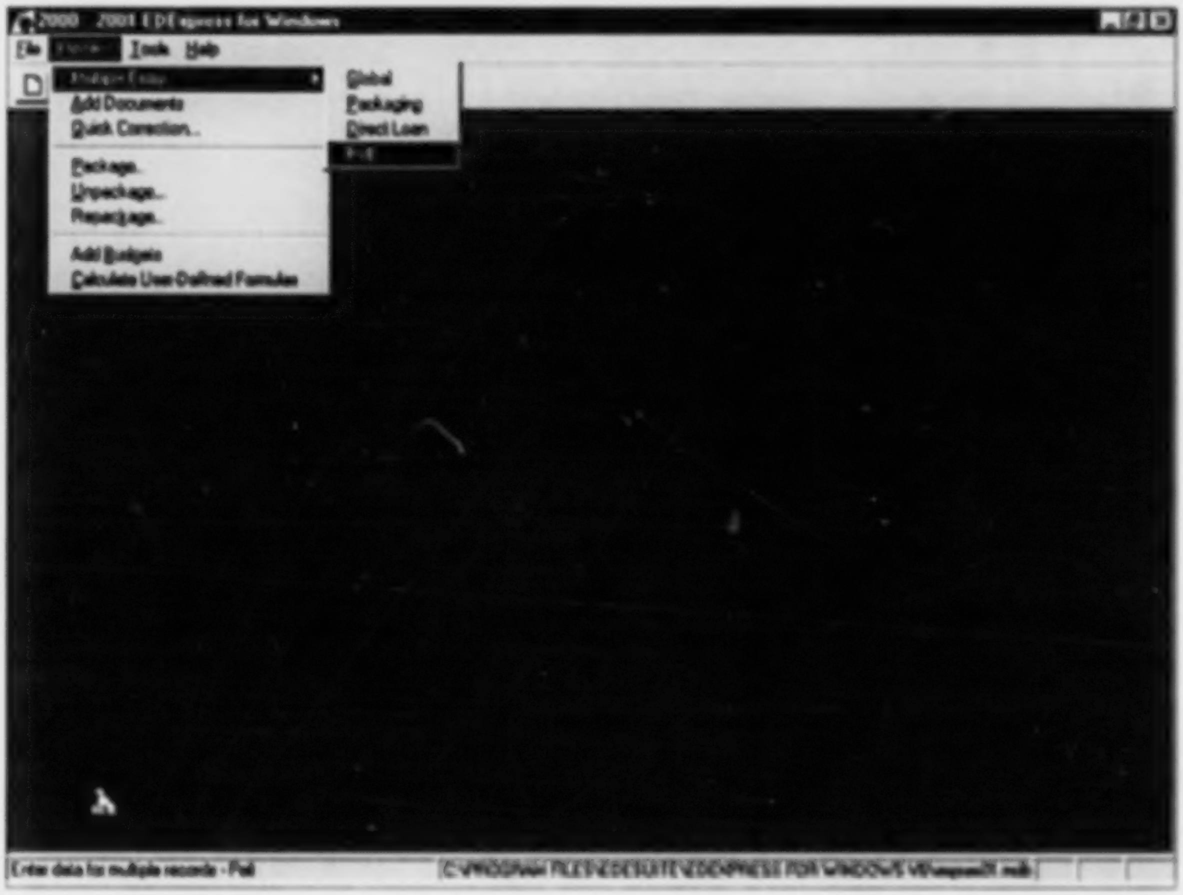
Additional Information

Trans # : 01 EFC : 1033 Attended Campus ID: 011111 Award Amount : $ 2250 Total Disbursed Amount: $1125.00 Record: 1 of 1

Multiple Entry

Select ***Process/ Multiple Entry/Pell***

Another method for entering disbursement data is Multiple Entry. This feature saves time when you need to update one or two data elements on many student records.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Multiple Entry
Add Documents
Quick Correction...
Package...
Unpackage...
Repackage...
Add Budgets
Calculate User-Defined Formulas
Global
Packaging
Direct Loan
Pell

Enter data for multiple records - Pell

In this example, we will add the first disbursement date and amount to all records that have an origination status of "Accepted" and an award amount of $3,300. For this exercise, we assume you have already created a query to identify records with these attributes.

Note: EDExpress allows multiple entry updates to the disbursement date and amount if the origination status is "Accepted" or "Ready." It will not perform a multiply entry update if the origination status is "Batched."

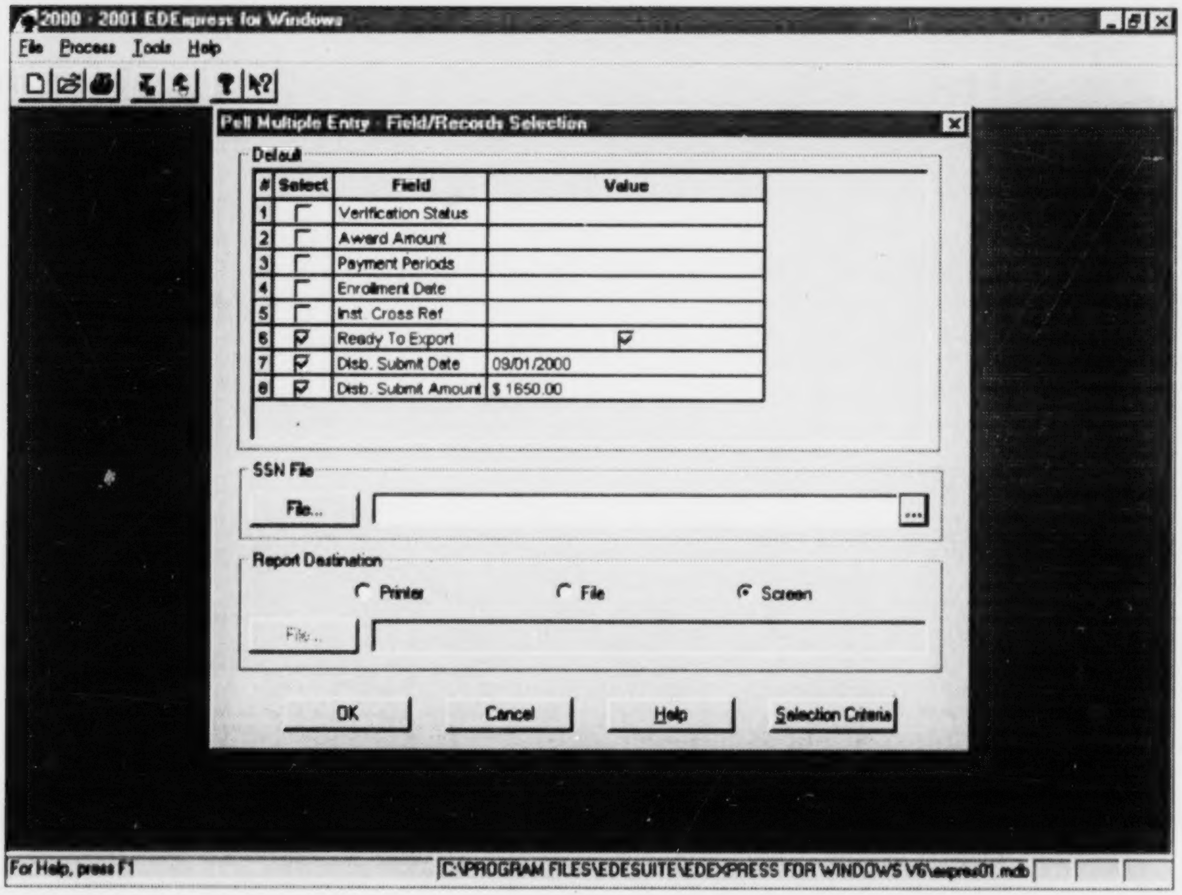
Click the box to the left of Ready to Export and the box to the right in the Value column.

*Click the box to the left of Disb. Submit Date and enter **09012000** in the Value column.*

*Enter **1650** in the Value column for Disb. Submit Amount.*

*Click **Screen** as the report destination.*

*Click **Selection Criteria**.*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Pell Multiple Entry - Field/Records Selection
Default
SSN File
File...
Report Destination
File...
OK
Cancel
Help
Selection Criteria
For Help, press F1

#	Select	Field	Value
1	☐	Verification Status	
2	☐	Award Amount	
3	☐	Payment Periods	
4	☐	Enrollment Date	
5	☐	Inst. Cross Ref	
6	☑	Ready To Export	☑
7	☑	Disb. Submit Date	09/01/2000
8	☑	Disb. Submit Amount	$ 1650.00

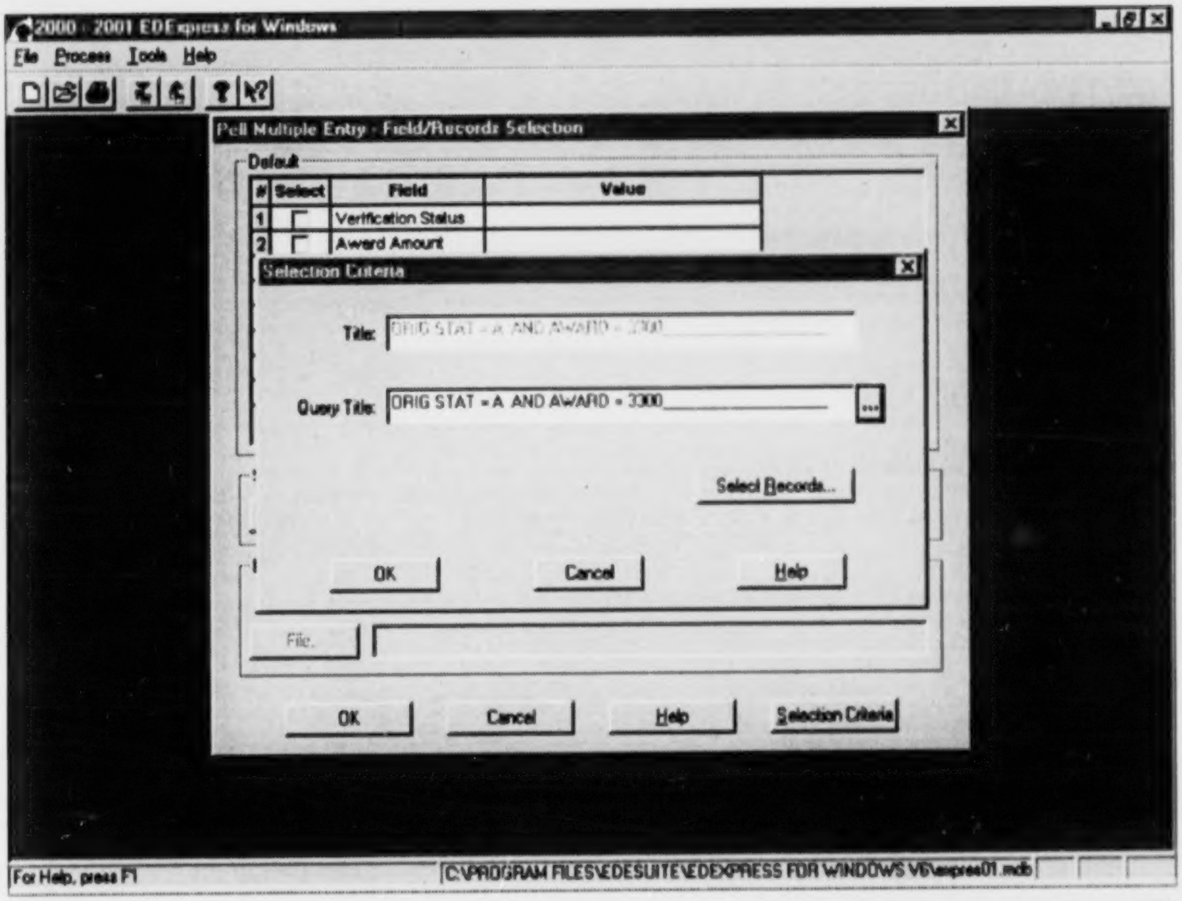
○ Printer ○ File ● Screen

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Click the ellipsis button to the right of Query Title.

Select ***ORIG STAT = A AND AWARD = 3300****.*

Click ***OK****.*



2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Pell Multiple Entry - Field/Records Selection
Default
Selection Criteria
Select Records...
OK
Cancel
Help
File...
OK
Cancel
Help
Selection Criteria
For Help, press F1

#	Select	Field	Value
1	☐	Verification Status	
2	☐	Award Amount	

Title: ORIG STAT = A AND AWARD = 3300

Query Title: ORIG STAT = A AND AWARD = 3300

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

The Multiple Entry Report Edit Report displays information about the number of records updated. The report lists information about any rejected records.

In this example, four records were updated and are ready to be exported to the RFMS.

Click ***OK***

Click ***OK*** *again*

EDExpress displays the selected records

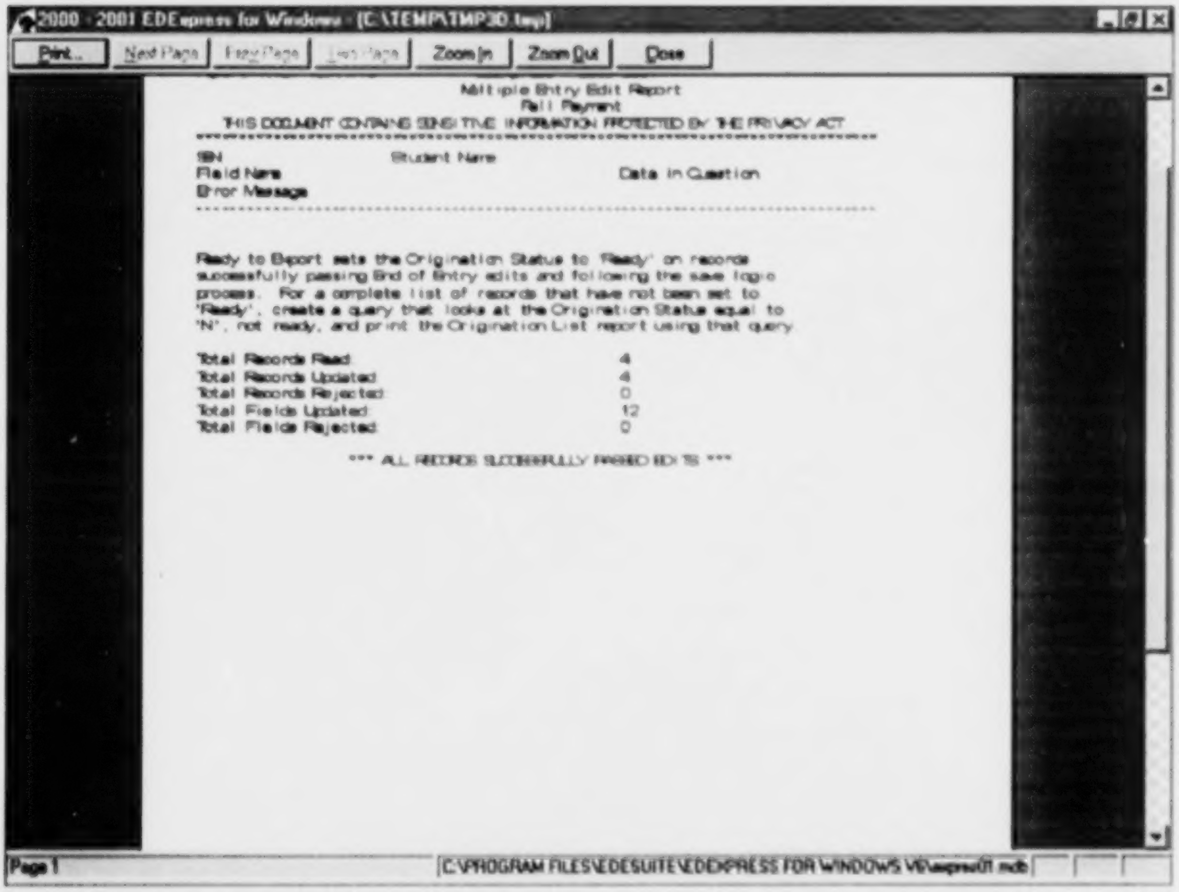
Click ***Save***

Click ***Yes*** *to save changes*

Click ***Yes*** *again to confirm*

The Multiple Entry Edit Report displays

Click the Close button on the toolbar to continue

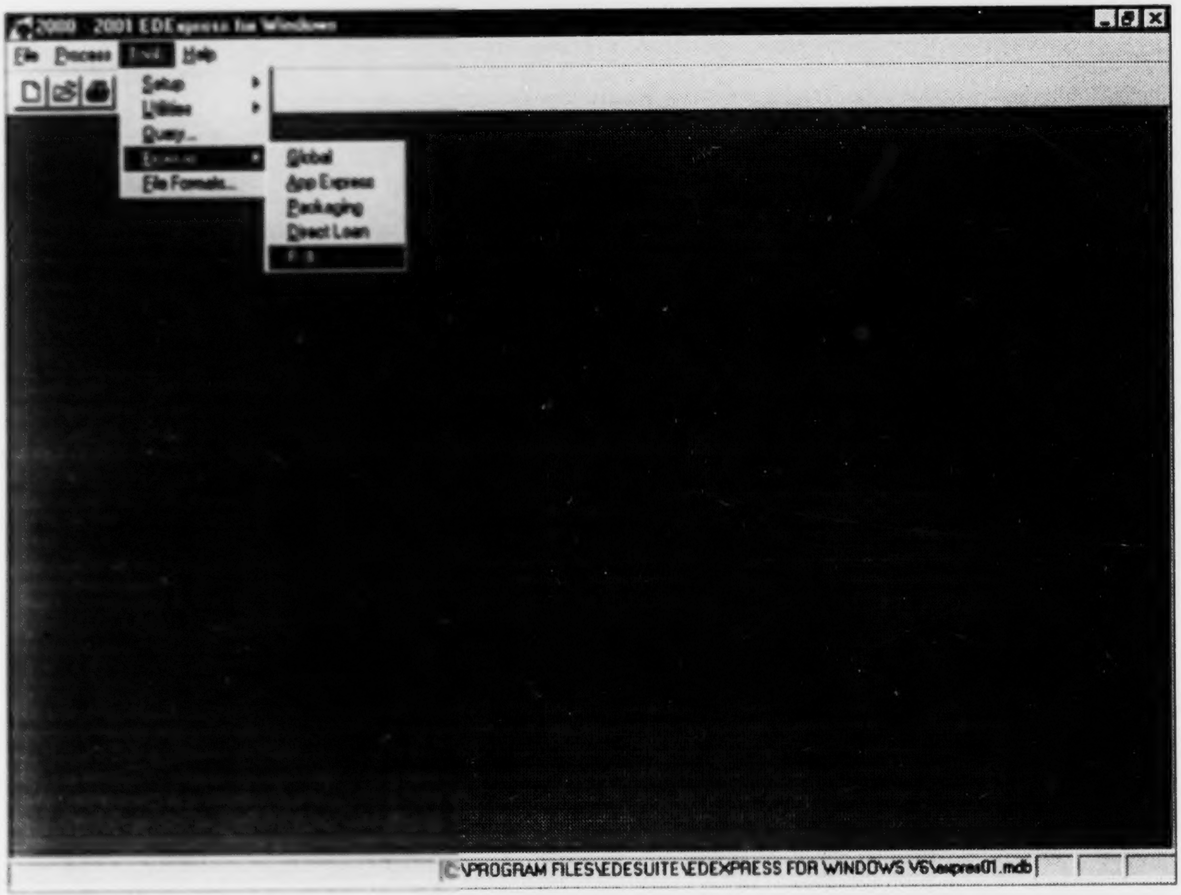

2000 - 2001 EDExpress for Windows - [C:\TEMP\TMP3D.tmp]
Print...
Next Page
Prev Page
Last Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

```
                    Multiple Entry Edit Report
                           Pell Payment
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
SSN                      Student Name
Field Name                                          Data in Question
Error Message
-------------------------------------------------------------------------------


Ready to Export sets the Origination Status to 'Ready' on records
successfully passing End of Entry edits and following the save logic
process.  For a complete list of records that have not been set to
'Ready', create a query that looks at the Origination Status equal to
'N', not ready, and print the Origination List report using that query

Total Records Read                                  4
Total Records Updated                               4
Total Records Rejected                              0
Total Fields Updated                                12
Total Fields Rejected                               0

              *** ALL RECORDS SUCCESSFULLY PASSED EDITS ***
```

Browse the Database

*Click **Tools/Browse/ Pell** from the menu bar*

Once you have entered several disbursement records, you may want to see exactly who you created disbursements for and the status of those records. You can browse the database to quickly get basic information for all disbursement records, including the disbursement date, amount and current status.


2000 - 2001 EDExpress for Windows
File
Process
Help
Setup
Utilities
Query...
File Formats...
Global
App Express
Packaging
Direct Loan
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

The browse function lets you examine the origination, disbursement, and batch activity records that are in your database.

Disbursement records are listed in origination ID order.

Use the horizontal scroll bar to display additional fields for each record.

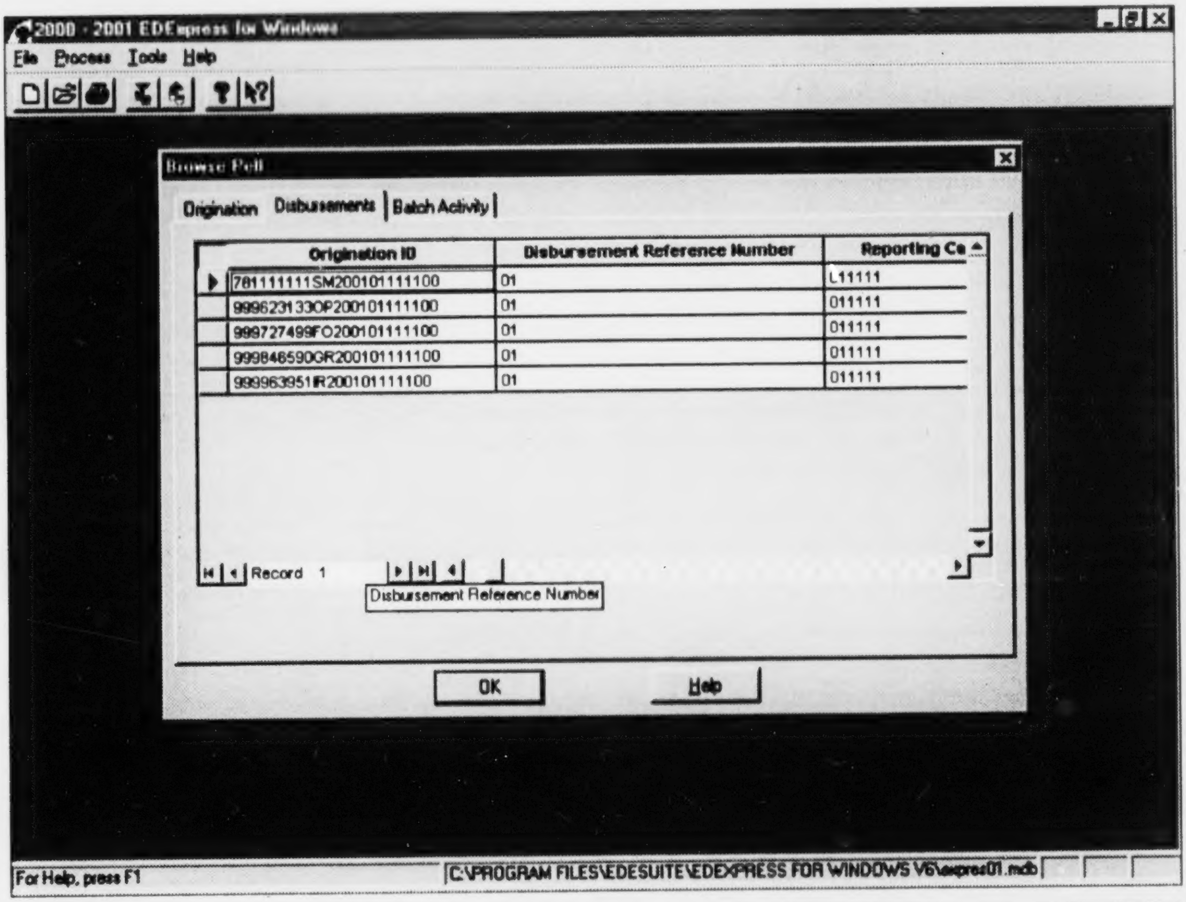
NEW! The name of each field displays as you move the horizontal scroll bar.

Click the Disbursement tab.

Move the horizontal scroll bar to the right to display additional fields.

Scroll to the Submitted Disbursement Amount and Disbursement Date fields to verify the updates that you made using Multiple Entry.

*Click **OK**.*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Browse Pell
Origination
Disbursements
Batch Activity
Record 1
OK
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

Origination ID	Disbursement Reference Number	Reporting Ca
781111111SM200101111100	01	L11111
999623133OP200101111100	01	011111
999727499FO200101111100	01	011111
999846590GR200101111100	01	011111
999963951IR200101111100	01	011111

Disbursement Reference Number

Lesson 3 - Exercise [Slide 3-19]

Scenario

Your boss has asked you to create disbursement records for the four accepted origination records that you received from the RFMS this morning.

Instructions

1. Enter a disbursement date of 09/15/2000 for all records that have been accepted at the RFMS. Give George Jones (SSN: 891-11-1111) a first disbursement of $737.50; give the remaining three students each a first disbursement of $1650.00. Use the most efficient way possible to create the records. Use the step-by-step instructions below, if necessary.
2. Answer the questions at the end of the exercise.

Step	Action	
1	Select **Process/Multiple Entry/Pell** from the menu bar.	☐
2	Select **Ready to Export** and click the box in the Value column.	☐
3	Select **Disb Submit Date** and enter **09152000** as the value.	☐
4	Select **Screen**.	☐
5	Click **Selection Criteria**.	☐
6	Click ellipsis button next to Query title.	☐
7	Select **RFMS Status** and click **OK**.	☐
8	Click **OK** again.	☐
9	Select **A** under Field Value.	☐
10	Click **OK**, then click **Close**.	☐
11	Click **OK**.	☐
12	Enter the correct amounts in the Disb Submit Amount column.	☐
13	Click **Save**.	☐
14	Click **Yes** to save, and click **Yes** again to confirm.	☐
15	Review the edit report, and click **Close**.	☐

Lesson 3 - Exercise, continued

1. Are all records ready to export for transmission to the RFMS?

2. What other method might you have used to enter and save the disbursement records?

3. If George Jones' origination record had been sent to the RFMS, but an acknowledgement had not yet been received, would EDExpress have allowed you to enter and save a disbursement record for him?

4. If you had entered and saved an origination record for George Jones', but had not exported it yet, would EDExpress allow you to enter and save a disbursement record for him?

5. Assume today is 08/30/2000. Would EDExpress allow you to enter and save disbursement records with a disbursement date of 10/05/2000?

Lesson 4 - Exporting Disbursement Records

Objectives

At the end of this lesson, you should be able to:

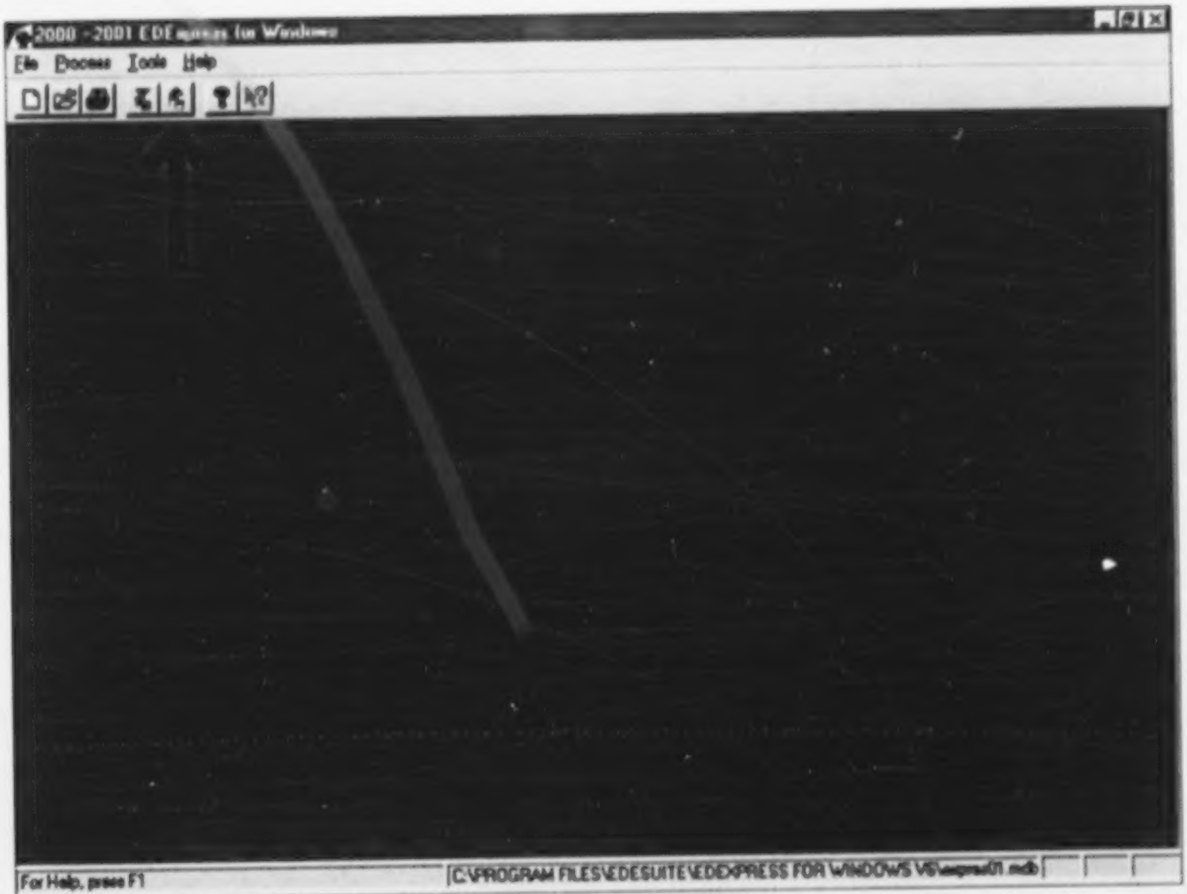
1. Export a batch of disbursement records.
2. Identify the message class associated with disbursement records.
3. Print a batch activity list.

[Slide 3-20]

Export Disbursement Records

Once you complete entry of the disbursement records you are ready to export the records. When you export, you place all records with a Ready status into a file that can be transmitted to RFMS. The steps are almost identical to the steps you used in Unit 2 to export origination records.

Click the Export icon on the toolbar

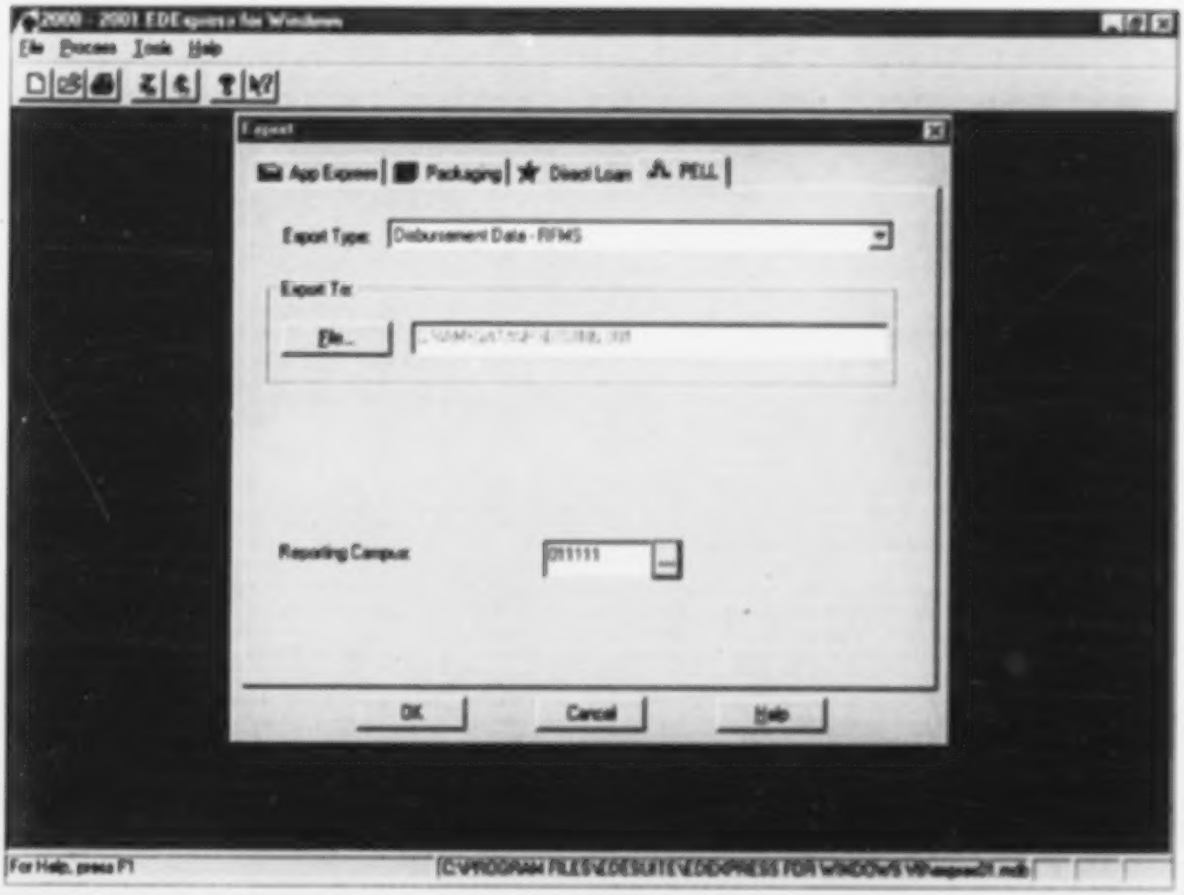

2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V5\express01.mdb

Click the Pell tab.

*Select **Disbursement Data - RFMS** as the Export Type.*

*Click **OK**.*

Exporting creates a file with the message class PGDR01IN.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Export
App Express
Packaging
Direct Loan
PELL
Export To:
File...
OK
Cancel
Help
For Help, press F1

Export Type: Disbursement Data - RFMS

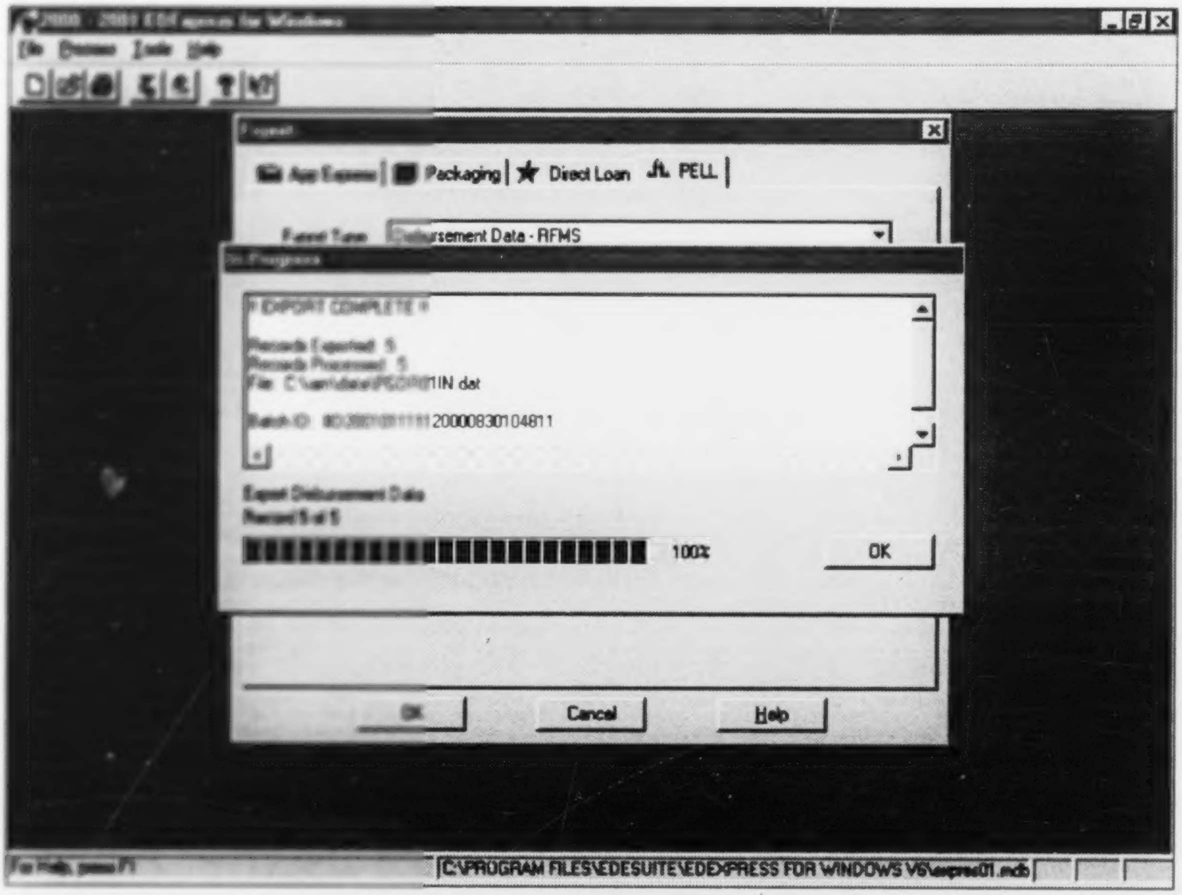
Reporting Campus: 011111

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V8\expsw01.mdb

The In Progress box displays the filename that was created (C:\IAM\DATA\PGDR01IN.DAT) and the Batch ID.

*Click **OK** to continue.*

Remember: *Use EDConn32 to transmit the file to the RFMS.*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Export
App Express
Packaging
Direct Loan
PELL
Export Type
Disbursement Data - RFMS
In Progress
OK
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

```
!! EXPORT COMPLETE !!

Records Exported: 5
Records Processed: 5
File: C:\iam\data\PGDR01IN.dat

Batch ID: [illegible]20000830104811
```

Export Disbursement Data
Record 5 of 5
100%

Printing a Batch Activity List

Click the print icon on the tool bar.

Click the Pell tab.

*Select **List - Batch Activity**.*

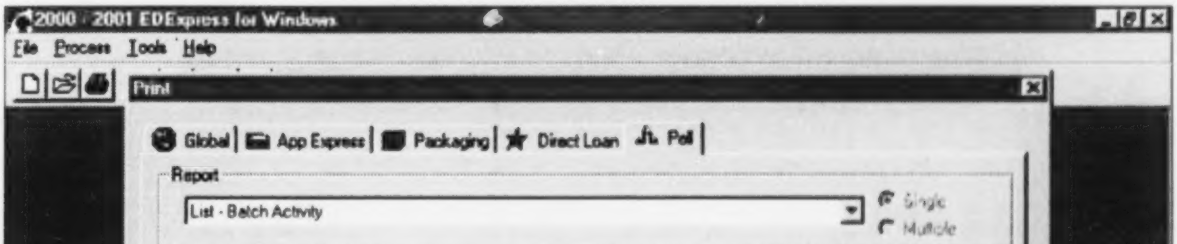
*Click **Screen** as the report destination.*

*Type **03/01/2000** and **08/30/2000** as the date range.*

*Click **OK**.*

At this point, you may want to review what batches have been created so far. You can use the browse function to examine your batch activity, as we did in Unit 2. Or, you can print a batch activity list.

The Batch Activity List report function allows you to identify all batches created within a specified date range.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
Pell
Report
Report File Destination
SSN File
File...
File...
Options
Selection Criteria
OK
Cancel
Help

Report: List - Batch Activity

● Single ○ Multiple

● Printer ○ File ○ Screen

Reporting Campus: 011111

Batch Date: 03/01/2000 To 08/30/2000

For Help, press F1

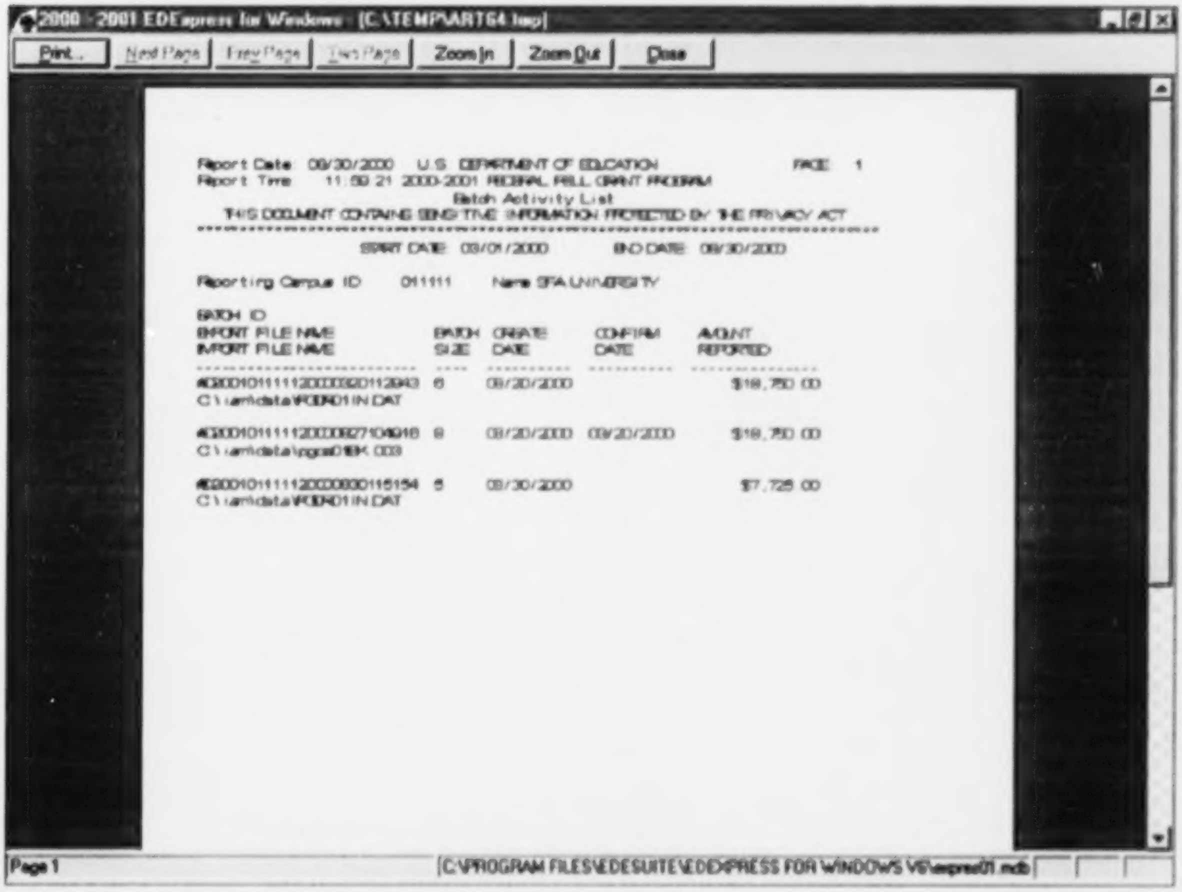
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb CAP

The Batch Activity List shows the following information for each batch:

- **Batch ID**
- **Filename**—Either the export or the import file.
- **Batch Size**—The number of records in the batch.
- **Create Date**
- **Confirm Date**
- **Amount Reported**—In the case of origination records, this is the sum of the award amounts.

  In the case of disbursement records, this is the sum of the submitted disbursement amounts.

Click the Close button on the toolbar.


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART64.tmp]
Print...
Next Page
Prev Page
Two Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

```
Report Date  08/30/2000   U.S. DEPARTMENT OF EDUCATION              PAGE  1
Report Time    11:59:21 2000-2001 FEDERAL PELL GRANT PROGRAM
                          Batch Activity List
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************
                    START DATE  08/01/2000         END DATE  08/30/2000

Reporting Campus ID     011111      Name SFA UNIVERSITY

BATCH ID
EXPORT FILE NAME            BATCH  CREATE      CONFIRM      AMOUNT
IMPORT FILE NAME            SIZE   DATE        DATE         REPORTED
--------------------------  ----   ----------  ----------   --------------
#G200101111120000820112943  6      08/20/2000                   $18,750.00
C:\amidata\PGRO01IN.DAT

#G200101111120000827104916  8      08/20/2000  08/20/2000       $18,750.00
C:\amidata\pgas01EK.003

#G200101111120000830115154  5      08/30/2000                    $7,725.00
C:\amidata\PGRO01IN.DAT
```

Lesson 4 - Exercise [Slide 3-21]

Scenario

Your boss wants you to send the disbursement records you've created this morning. He also wants to know the sum of the disbursement amounts submitted.

Instructions

1. Export the disbursement records that you created this morning and print a batch activity list. Use the instructions below if necessary.
2. Answer the questions at the end of the exercise.

Step	Action	
1	Click the Export icon.	☐
2	Click the Pell tab.	☐
3	Select **Disbursement Data - RFMS**.	☐
4	Click **OK**.	☐
5	Note the name of the file that was created. Click **OK** to continue.	☐
6	Click the Print icon.	☐
7	Click the Pell tab.	☐
8	Select **List - Batch Activity**.	☐
9	Click **Screen**.	☐
10	Click **OK**.	☐
11	Review the report. Click the Close button.	☐

Lesson 4 - Exercise, continued

1. What was the name of the file that you created?

2. How many disbursement records are in the file?

3. Has the file been transmitted to the RFMS yet?

4. What is the sum of the disbursement amounts submitted in the file?

5. What was the date and time that the file was exported?

Lesson 5 - Importing Disbursement Acknowledgement Records

Objectives

At the end of this lesson, you should be able to:

1. Import a batch of disbursement acknowledgement records.
2. Identify the message class associated with disbursement acknowledgement records.
3. Review and revise the acknowledged records.

[Slide 3-22]

Importing the Acknowledgement Record

Once the RFMS processes the disbursement file, you are sent an acknowledgement file. After you import the file, you can review the processing results.

Click the import icon.

*Click the **Pell** tab.*

*Select **Disbursement Acknowledgement - RFMS**.*

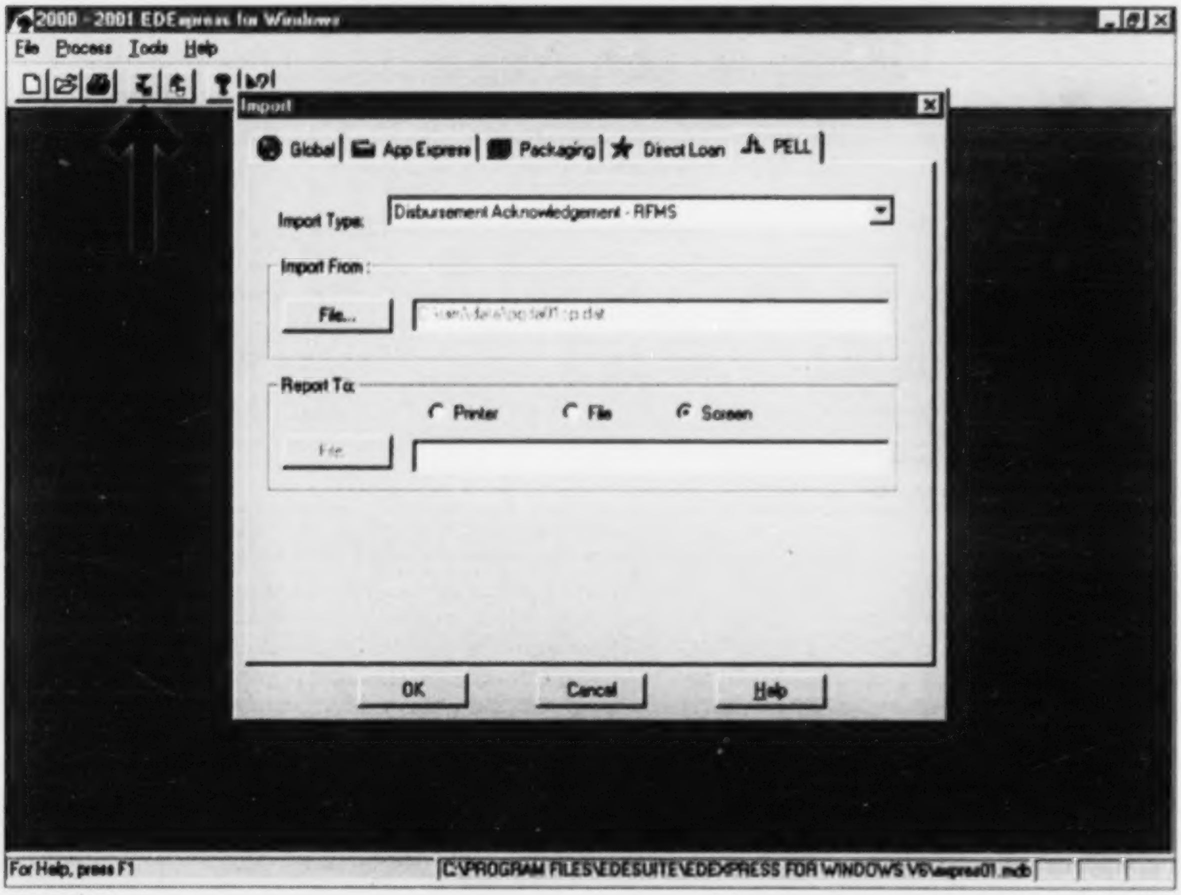
*Click **Screen**.*

*Click **File**, and select the file to import.*

*In this example, select **PGDA01OP.DAT**.*

*Click **Open**.*

*Click **OK**.*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
File...
File
OK
Cancel
Help

Import Type: Disbursement Acknowledgement - RFMS

Import From:

Report To: ○ Printer ○ File ● Screen

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

*Click **OK** to close the In Progress box.*

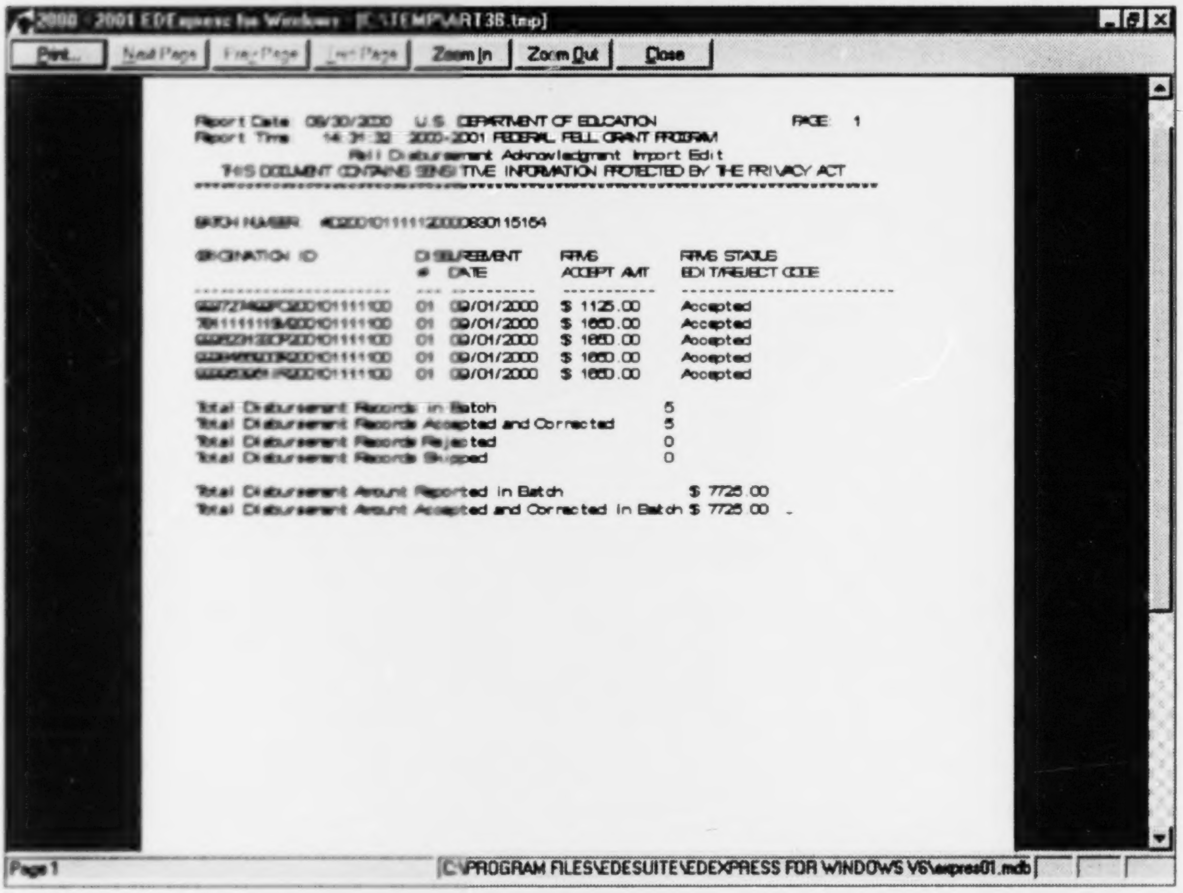
*Review the Import Edit report, then click the **Close** button to continue.*

When the import is complete, a batch report displays statistics about imported data. Then, the Import Edit report shows information about the acknowledgment file. For each imported record, the report shows:

- Origination ID
- Disbursement Reference Number
- Disbursement Date
- Disbursement Amount Accepted
- Status Code

In this example, all records were accepted by the RFMS.

Tip: You can print the report to the screen (as we have done in this example) then print a hardcopy of the report by clicking the print button on the toolbar.


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART3B.tmp]
Print...
Next Page
Prev Page
Last Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

```
Report Date  06/30/2000   U.S. DEPARTMENT OF EDUCATION              PAGE  1
Report Time     14:31:32   2000-2001 FEDERAL PELL GRANT PROGRAM
                  Pell Disbursement Acknowledgment Import Edit
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************

BATCH NUMBER  #0200101111120000630115164

ORIGINATION ID             DISBURSEMENT      RFMS          RFMS STATUS
                           #  DATE           ACCEPT AMT    EDIT/REJECT CODE
-----------------------    --- ----------    -----------   --------------------------
[illegible]200101111100   01  09/01/2000    $ 1125.00     Accepted
[illegible]200101111100   01  09/01/2000    $ 1650.00     Accepted
[illegible]200101111100   01  09/01/2000    $ 1650.00     Accepted
[illegible]200101111100   01  09/01/2000    $ 1650.00     Accepted
[illegible]200101111100   01  09/01/2000    $ 1650.00     Accepted

Total Disbursement Records in Batch                    5
Total Disbursement Records Accepted and Corrected      5
Total Disbursement Records Rejected                    0
Total Disbursement Records Skipped                     0

Total Disbursement Amount Reported in Batch               $ 7725.00
Total Disbursement Amount Accepted and Corrected in Batch $ 7725.00
```

Reviewing the Disbursement Record

When the acknowledgment record is imported, each individual disbursement record is updated with the processing results.

In this example, we will review Farah Fogelman's record.

Click on the open icon.

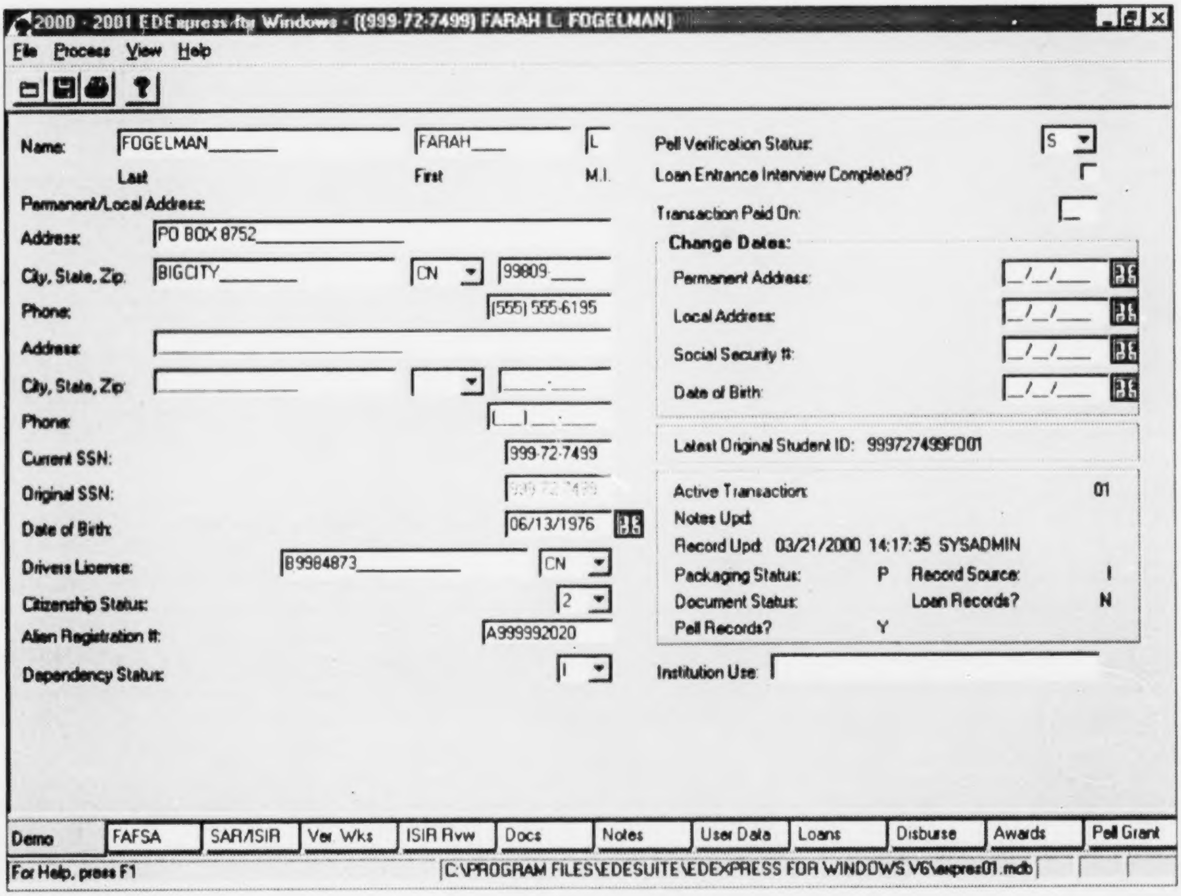
Click on the ellipsis button.

Select Farah Fogelman's record, and click ***OK****.*

Click ***OK****.*

The demographic screen appears.

Click on the Disburse tab.


2000 - 2001 EDExpress for Windows - [(999-72-7499) FARAH L. FOGELMAN]
File
Process
View
Help
Demo
FAFSA
SAR/ISIR
Ver. Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

Name: FOGELMAN (Last) FARAH (First) L (M.I.)

Permanent/Local Address:

Address: PO BOX 8752

City, State, Zip: BIGCITY CN 99809

Phone: (555) 555-6195

Address:

City, State, Zip:

Phone:

Current SSN: 999-72-7499

Original SSN:

Date of Birth: 06/13/1976

Drivers License: B9984873 CN

Citizenship Status: 2

Alien Registration #: A999992020

Dependency Status: I

Pell Verification Status: S

Loan Entrance Interview Completed? ☐

Transaction Paid On:

Change Dates:

Permanent Address: _/_/___

Local Address: _/_/___

Social Security #: _/_/___

Date of Birth: _/_/___

Latest Original Student ID: 999727499FO01

Active Transaction: 01

Notes Upd:

Record Upd: 03/21/2000 14:17:35 SYSADMIN

Packaging Status: P

Record Source: I

Document Status:

Loan Records? N

Pell Records? Y

Institution Use:

*Type **09012000** as the Disbursement Date.*

*Type **-400** as the Amount Submitted.*

Click the Save icon.

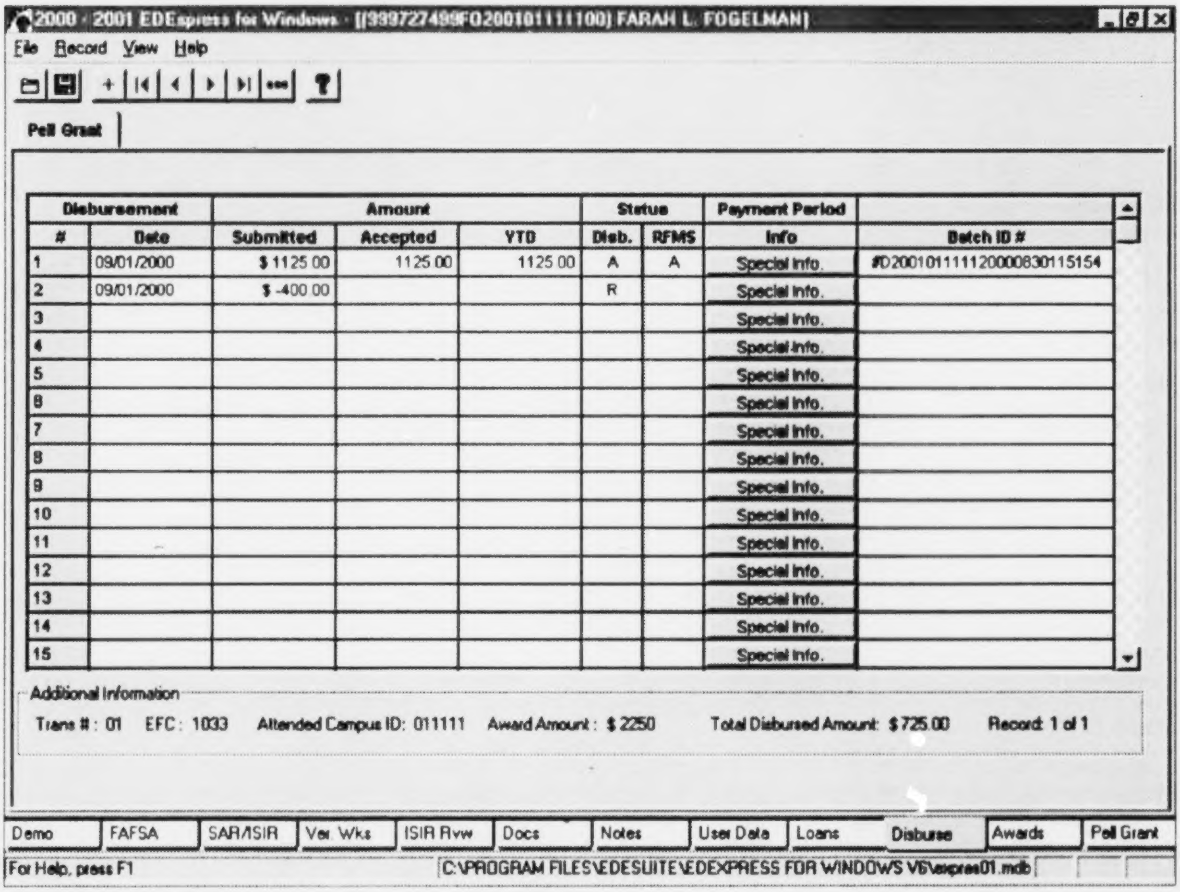
*Click **OK***

The disbursement record appears. Note the following fields that have been updated:

- **Accepted Amount**—The disbursement amount that RFMS accepted. In certain instances, the amount will be less than the Amount Submitted.
- **YTD Amount**—The sum of the accepted amounts (for accepted and corrected records only) year-to-date.
- **Status Disb**—EDExpress' disbursement status flag. In this example, it has been updated to A for "Accepted."
- **Status RFMS**—RFMS' disbursement status flag. In this example, it has been updated to A for "Accepted". Other values are C for "Corrected" and E for "Rejected".
- **Batch ID**—The number that indicates what batch the record was a part of when it was imported.

To correct the record, or report the next disbursement, simply enter information on the next available row. A new disbursement record will be created with a disbursement status of R for "Ready."

In this example, we are creating a negative disbursement record to correct downward the amount disbursed to Farah Fogelman.


2000 - 2001 EDExpress for Windows - [(399727499FO200101111100) FARAH L. FOGELMAN]
File Record View Help
Pell Grant
Demo
FAFSA
SAR/ISIR
Ver. Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant
For Help, press F1

Disbursement		Amount			Status		Payment Period	
#	Date	Submitted	Accepted	YTD	Disb.	RFMS	Info	Batch ID #
1	09/01/2000	$ 1125.00	1125.00	1125.00	A	A	Special Info.	#D200101111120000830115154
2	09/01/2000	$ -400.00			R		Special Info.	
3							Special Info.	
4							Special Info.	
5							Special Info.	
6							Special Info.	
7							Special Info.	
8							Special Info.	
9							Special Info.	
10							Special Info.	
11							Special Info.	
12							Special Info.	
13							Special Info.	
14							Special Info.	
15							Special Info.	

Additional Information

Trans # : 01 EFC : 1033 Attended Campus ID: 011111 Award Amount : $ 2250 Total Disbursed Amount: $ 725.00 Record: 1 of 1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Lesson 5 - Exercise

[Slide 3-23]

Scenario

You receive a file of acknowledgement records from the RFMS. You need to import them into EDExpress. Plus, your boss has asked you for a listing of all disbursement records in the database that have a verification status of W for "without documentation."

Instructions

1. Import the acknowledgement records and print a list of disbursement records using the appropriate selection criterion. Use the instructions below if necessary.
2. Answer the questions at the end of the exercise.

Step	Action	
1	Click the import icon.	☐
2	Click the **Pell** tab.	☐
3	Select **Disbursement Acknowledgement – RFMS**.	☐
4	Click **File**.	☐
5	Select **PGDA01OP.001**.	☐
6	Click **Open**.	☐
7	Click **Screen** then **OK**.	☐
8	Review the In Progress Report and click **OK**.	☐
9	Review the Edit Report and click **Close**.	☐
10	Click the printer icon.	☐
11	Click the **Pell** tab.	☐
12	Select **Disbursement List**.	☐
13	Click **Screen**.	☐
14	Click **Selection Criteria**.	☐
15	Click the ellipsis button.	☐
16	Select **Verification Status Code** and click **OK**.	☐
17	Click **OK** again.	☐
18	Select **W** as the field value and click **OK**.	☐
19	Click **Close**, then **OK**.	☐
20	Click **OK** when the message "No Records Selected" appears.	☐

Lesson 5 - Exercise, continued

1. How many acknowledgment records did you import?

2. Were any of the imported records rejected by RFMS?

3. How many disbursement records on your database have a W verification code?

Lesson 6 - Creating Special Disbursement Records

Objectives

At the end of this lesson, you should be able to:

1. Create and save a special disbursement record.
2. Understand the data required on a special disbursement record.

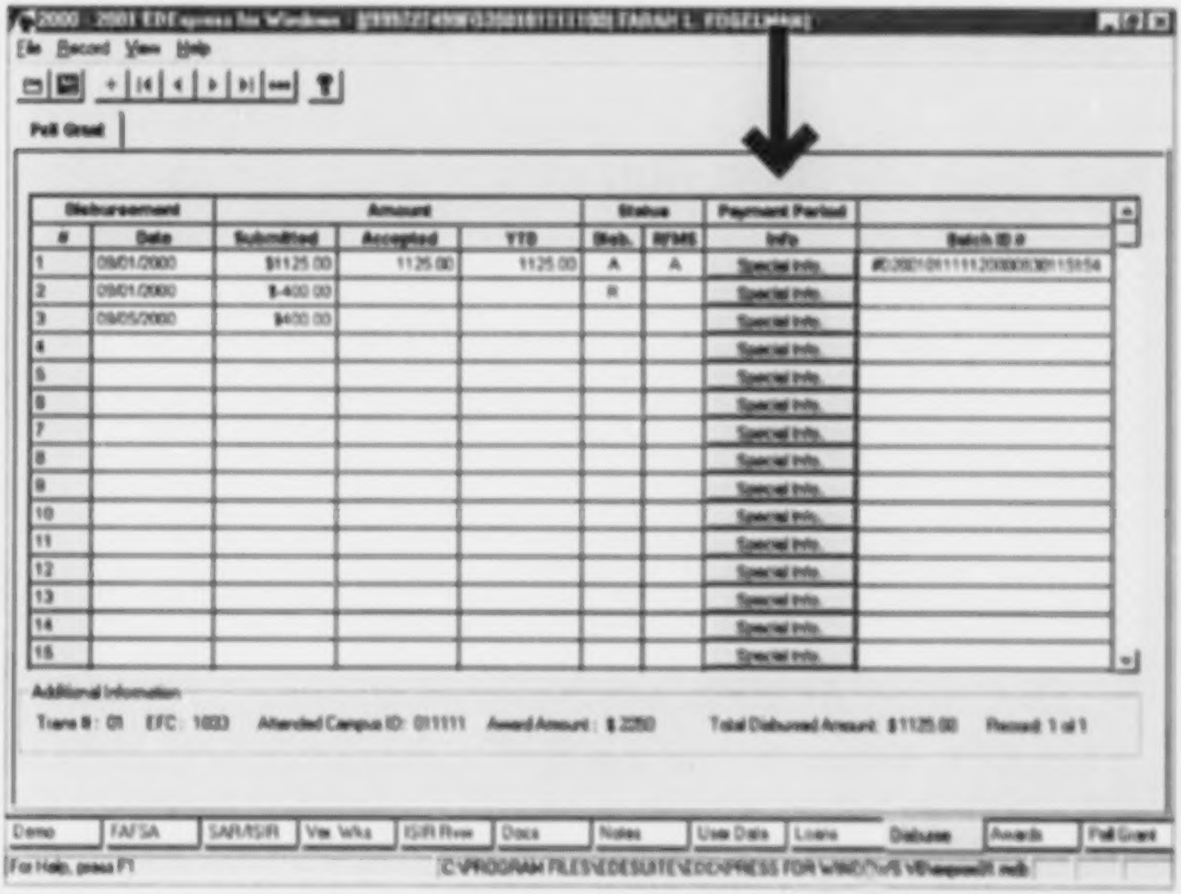
[Slide 3-24]

With Farah Fogelman's disbursement record open, enter ***09052000*** *for the disbursement date and* ***400*** *for the amount submitted on the third row.*

Click the ***Special Info*** *button on the third row.*

A special disbursement record includes the required information for a regular disbursement, plus the additional information necessary to calculate the payment for the specific payment period to which the disbursement applies.

In EDExpress, you first enter the disbursement date and amount. Then, you click the Special Info button on the disbursement screen to enter the remaining information.


File Record View Help
Pell Grant
Demo FAFSA SAR/ISIR Ver Wks ISIR Rvw Docs Notes User Data Loans Disburse Awards Pell Grant
For Help, press F1

Disbursement		Amount			Status		Payment Period	
#	Date	Submitted	Accepted	YTD	Stab.	RFMS	Info	Batch ID #
1	09/01/2000	$1125.00	1125.00	1125.00	A	A	Special Info.	[illegible]
2	09/01/2000	$-400.00			R		Special Info.	
3	09/05/2000	$400.00					Special Info.	
4							Special Info.	
5							Special Info.	
6							Special Info.	
7							Special Info.	
8							Special Info.	
9							Special Info.	
10							Special Info.	
11							Special Info.	
12							Special Info.	
13							Special Info.	
14							Special Info.	
15							Special Info.	

Additional Information

Trans #: 01 EFC: 1000 Attended Campus ID: 011111 Award Amount: $2250 Total Disbursed Amount: $1125.00 Record: 1 of 1

The additional payment period fields that are required on the special disbursement record follow:

- Payment Period Number
- Payment Period Start Date
- Payment Period End Date
- Award Amount
- Academic Calendar
- Payment Methodology
- Cost of Attendance
- Enrollment Status

Most of the required items are filled in from the origination record.

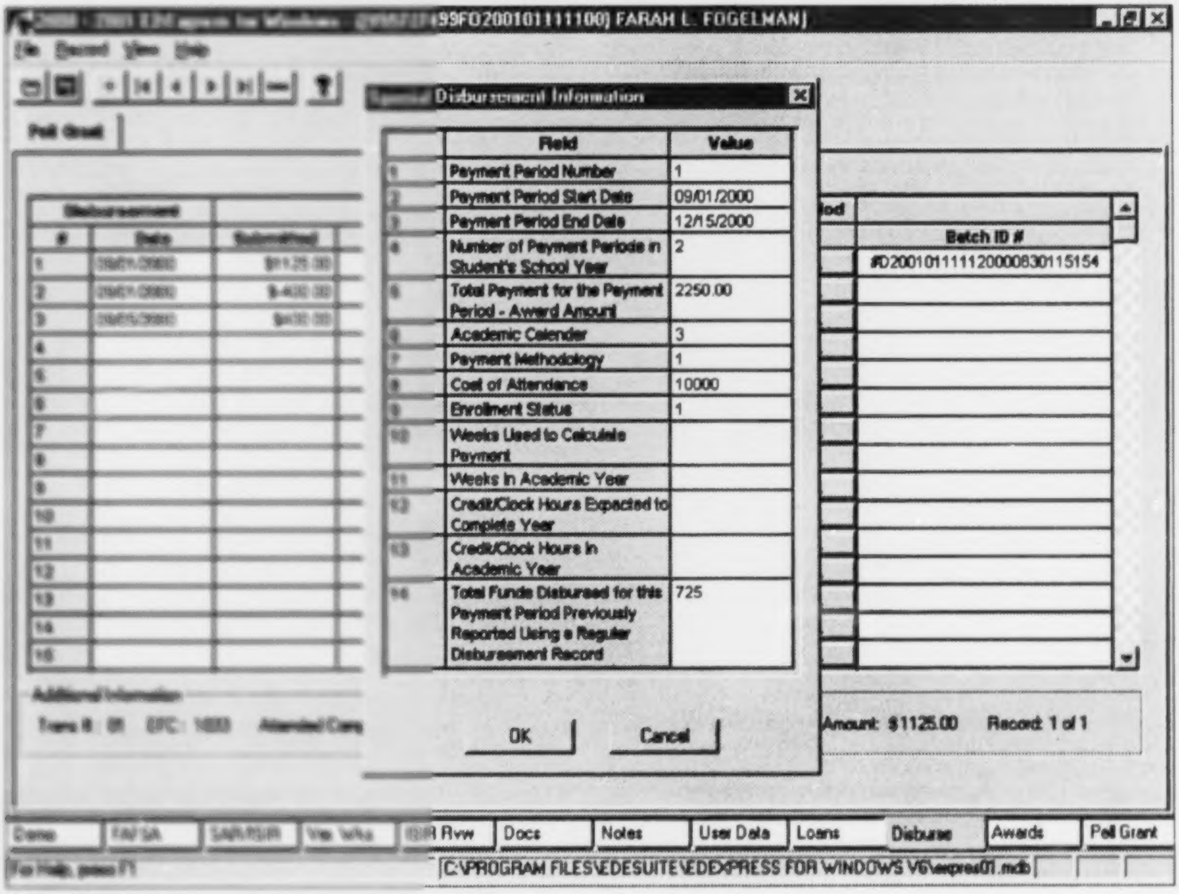
*Enter **1** for the Payment Period Number.*

*Enter **09012000** for the Payment Period Start Date.*

*Enter **12152000** for the Payment Period End Date.*

*Enter **725** for the Total Funds Disbursed for this Payment Period Previously Reported Using a Regular Disbursement Record.*

*Click **OK**.*


99FO200101111100) FARAH L. FOGELMAN)
Special Disbursement Information
OK
Cancel
Demo
FAFSA
SAR/ISIR
Ver. Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant

	Field	Value
1	Payment Period Number	1
2	Payment Period Start Date	09/01/2000
3	Payment Period End Date	12/15/2000
4	Number of Payment Periods in Student's School Year	2
5	Total Payment for the Payment Period - Award Amount	2250.00
6	Academic Calender	3
7	Payment Methodology	1
8	Cost of Attendance	10000
9	Enrollment Status	1
10	Weeks Used to Calculate Payment	
11	Weeks In Academic Year	
12	Credit/Clock Hours Expected to Complete Year	
13	Credit/Clock Hours In Academic Year	
14	Total Funds Disbursed for this Payment Period Previously Reported Using a Regular Disbursement Record	725

Batch ID #
#D200101111120000830115154

Amount: $1125.00 Record: 1 of 1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

*Click **Yes** to create a special disbursement record.*

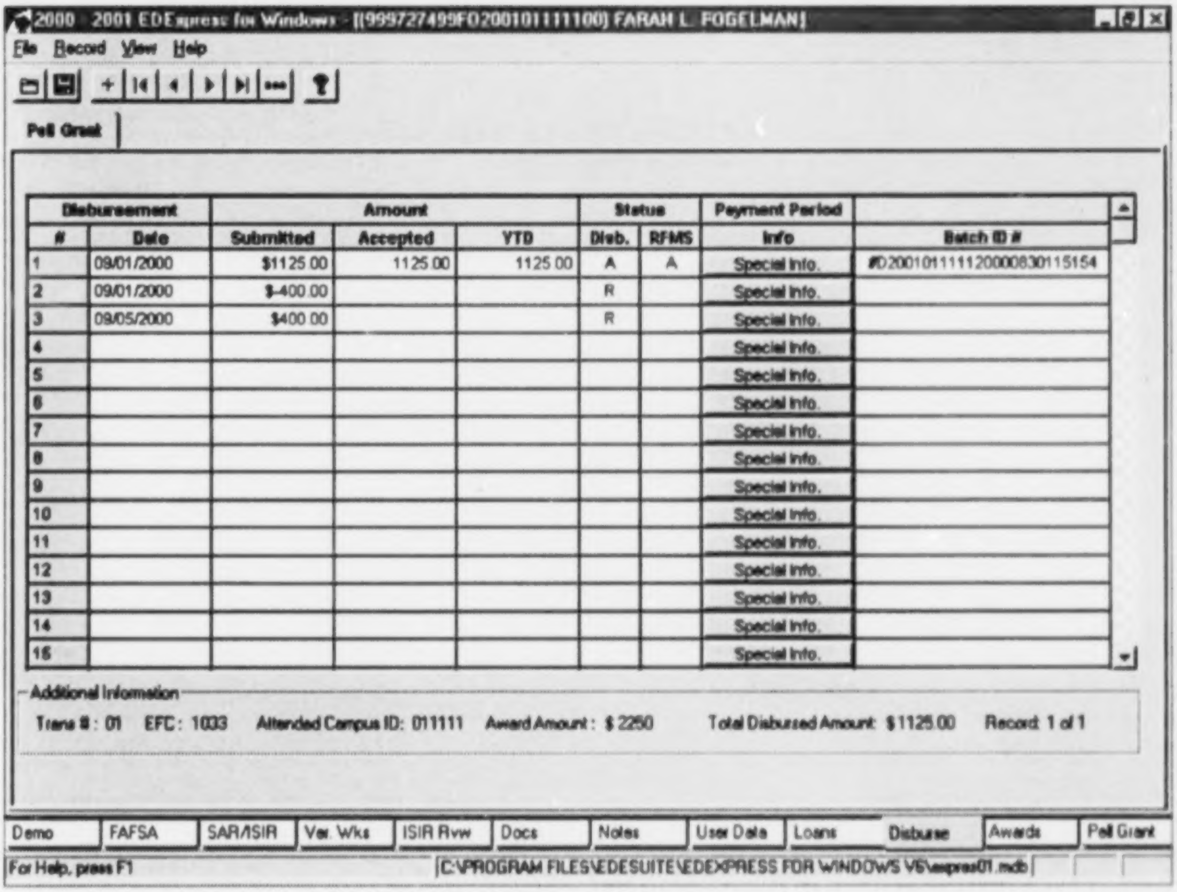
*Click the **Save** icon.*

*Click **OK**.*

*Click the **Close** icon.*

Once you save the special disbursement record, the disbursement status is set to R for "Ready" and the Total Disbursement Amount that is displayed in the lower part of the screen is adjusted. The saved record is ready to be exported for transmission to the RFMS.

✎ ***Note:** Special disbursement records are batched in a message class separate from regular disbursement records. The special disbursement message class is: PGSP01IN.*



2000 - 2001 EDExpress for Windows - [(999727499FO200101111100) FARAH L. FOGELMAN]

Disbursement		Amount			Status		Payment Period	
#	Date	Submitted	Accepted	YTD	Disb.	RFMS	Info	Batch ID #
1	09/01/2000	$1125.00	1125.00	1125.00	A	A	Special Info.	#D200101111120000830115154
2	09/01/2000	$-400.00			R		Special Info.	
3	09/05/2000	$400.00			R		Special Info.	
4							Special Info.	
5							Special Info.	
6							Special Info.	
7							Special Info.	
8							Special Info.	
9							Special Info.	
10							Special Info.	
11							Special Info.	
12							Special Info.	
13							Special Info.	
14							Special Info.	
15							Special Info.	

Additional Information

Trans # : 01 EFC : 1033 Attended Campus ID: 011111 Award Amount : $ 2250 Total Disbursed Amount: $1125.00 Record: 1 of 1

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

Lesson 6 - Exercise

Instructions

Complete the following true/false quiz to review what you have learned about special disbursement.

True or False

_______ Schools who are not on either Reimbursement or Cash Monitoring funding methods can choose to use special disbursement records.

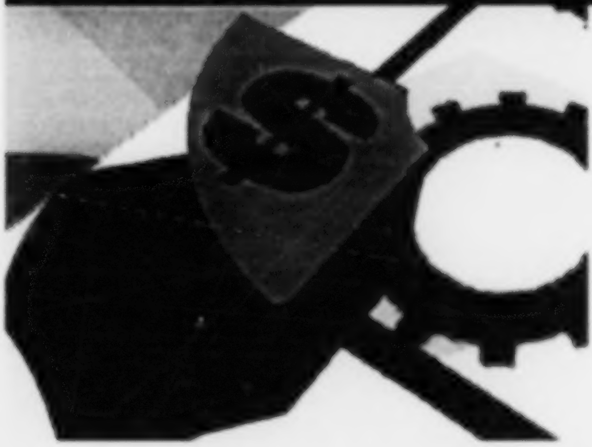
_______ You can send a special disbursement record to the RFMS at the same time as an origination record.

_______ Special disbursement records are batched and transmitted in a message class separate from regular disbursement records.

_______ EDExpress allows you to enter a special disbursement record without first entering and saving an origination record.

[Slide 3-25]

Unit 4



Funding

In this unit, we describe how schools receive money under RFMS. Topics covered include the relationship between disbursement records and your school's authorization level, and how to draw down funds from GAPS.

[Slide 4-1]

Objectives

At the end of this lesson, you should be able to:

1. Understand the difference between the Just-In-Time payment method and the Advance payment method.
2. Understand the benefits of the Just-In-Time payment method.
3. Recognize the correlation between disbursement records and the draw down process.
4. Draw down Pell Grant funds.

[Slide 4-2]

Pell Grant Payment Methods

Overview

RFMS has changed the way schools receive funds. Disbursement records now drive the funding process.

Most schools participating in the Federal Pell Grant Program receive payment for Federal Pell Grants via the Advance Payment method. Under this method, a school receives an initial authorization level at the beginning of each award year. The school is then able to draw down funds against this amount as the year progresses and Pell Grant disbursements are made. The authorization is adjusted, if necessary, based on the disbursement records submitted by the school. Origination records do not drive the authorization level; only disbursement records.

There are four different methods of funding for schools participating in the Federal Pell Grant Program:

- Advance Payment
- Just-in-Time
- Reimbursement
- Cash Monitoring

Eighteen schools began testing Just-In-Time payment in a pilot program in the 1999–2000 award year. Under this method, schools do not receive an initial authorization. Funds are automatically deposited into the school's bank account following the successful submission of disbursement records. There is no drawdown from GAPS, and schools receive regulatory relief from certain rules related to cash management.

Under either the Reimbursement or Cash Monitoring payment method, an institution must first make disbursements to eligible students before it requests or receives funds for those disbursements from the Department. Under the Reimbursement payment method, an institution must provide specific and detailed documentation for each student to whom it made a disbursement before the Department provides funds to the institution. However, under Cash Monitoring, the Department either requires an institution to make disbursements to eligible students before drawing down program funds for the amount of those disbursements, or requires the institution to submit some documentation identifying the eligible students to whom a disbursement was made before funds are provided to the institution for those disbursements.

[Slide 4-3 through 4-5]

Advance Payment Method

Most schools use the Advance Payment method for receiving Pell Grant funds. At the beginning of each award year, these schools have their institutional data updated to participate in the Federal Pell Grant Program. Initial funding amounts are estimated based on the funding and enrollment of the previous award years, and then calculated by the Department of Education. Authorizations are created for schools using the Advance Payment method, and are posted to the RFMS accounting function. Authorization transactions are sent to GAPS.

The RFMS accounting function generates an Electronic Statement of Account (ESOA) that is sent to institutions informing them of their initial funding amount upon successful processing of the transactions. This initial authorization is the amount against which schools will draw down funds for Pell disbursements throughout the award year. A school's authorization amount may be adjusted during the year when the school submits disbursement records.

Just In Time

In the 1999-2000 award year, 18 schools participated in a pilot program through which they receive Pell Grant funds from RFMS and GAPS via the Just-in-Time method. In the 2000-2001 award year, the pilot program will be expanded to about 100 schools. ED is using this new method as the basis for the future of funding methods for the Pell Grant program. There are no plans to make this payment method mandatory. However, ED anticipates that many schools in the future will choose to stop using the Advance Funding method and will use the Just-In-Time funding method.

Let's look at how Just-In-Time differs from Advance Funding:

- The accepted disbursement record functions not only as a report of disbursement, but also as a request to ED for immediate funding.
- No drawdown from GAPS is necessary. Funds are automatically deposited in the school's bank account.
- Under Advance Funding, you can submit a disbursement record as much as 30 days in advance of actual disbursement. Under Just-In-Time, a disbursement record can be submitted no earlier than five days prior to the actual disbursement.

The major benefit of Just-In-Time is speed and efficiency. A disbursement record is converted to a transaction that simultaneously increases the authorization and requests payment. Additionally, the reconciliation and end-of-year closeout processes are simplified. Because the obligation and payment are one and the same, the system is self-reconciling. The business office and financial aid office are forced to communicate and reconcile. This eases the end-of-year closeout process. All schools must reconcile monthly.

[Slide 4-6 and 4-7]

By eliminating the need for the Department to provide an initial funding allocation to the school, Federal Pell Grant funds can be used to better advantage. Some schools using the Advance Payment method do not, in fact, use all the funds they were originally allocated, and the Department does not learn about this in time to recycle those funds to other schools and students that are eligible to receive them. Other schools may be delayed in receiving funds, but students are always paid. Just-in-Time will alleviate this problem.

Schools who participate in Just-In-Time also gain relief from several cash management requirements:

- The "3-day use rule" required for the Advance Payment method.
- The rules governing excess cash.
- The reverification of student eligibility for a Federal Pell Grant award at the time of disbursement. Instead, your school can rely on the eligibility determination that it made at the time each disbursement record was submitted.
- The requirement that the school maintain Federal Pell Grant funds in an interest-bearing bank account.

Many of these issues become moot, because you will not have excess cash using the Just-In-Time method.

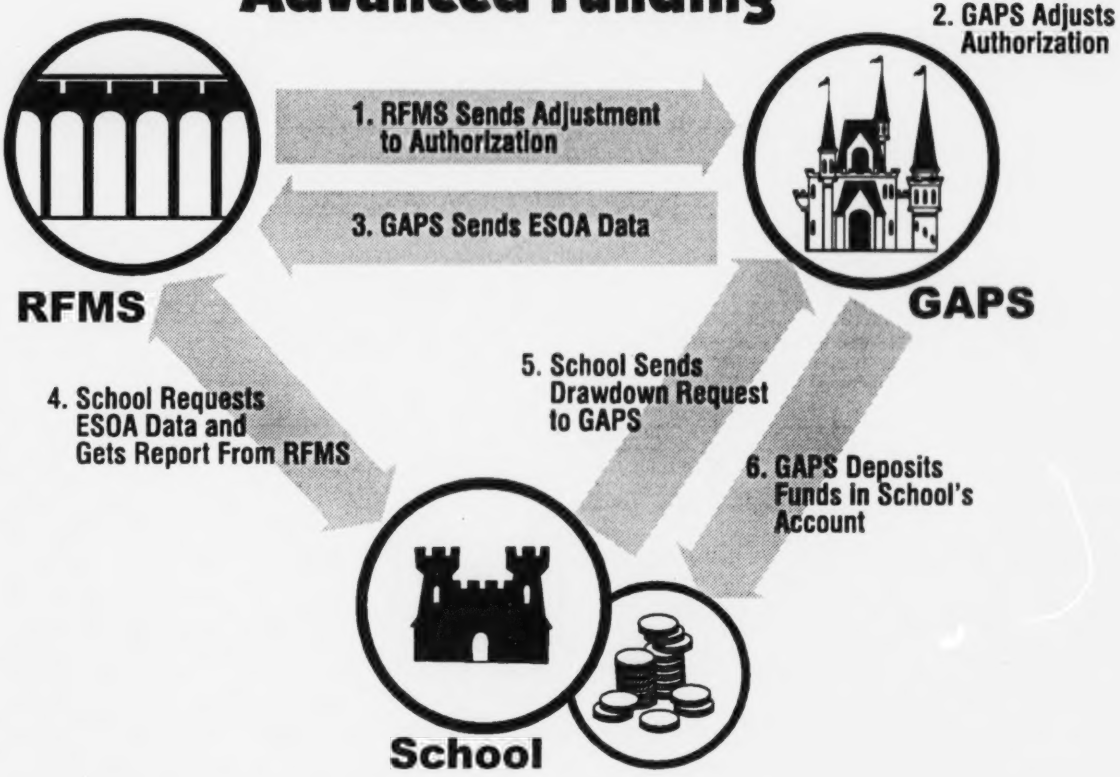
Receiving Funds Under Advance Payment Method

As you learned in Unit 2, origination records establish the eligibility of a student to receive a Federal Pell Grant at the school. As you saw in Unit 3, once an origination record has been accepted, the school will submit a disbursement record or special disbursement record for each payment made to the student. (While most schools use Advance Funding and submit disbursement records, schools on Reimbursement or Cash Monitoring are required to submit special disbursement records, which provide additional payment period data.)

Disbursement records are the keys to receiving funds. Once a batch of disbursement records is submitted to RFMS, the records are either accepted or rejected, or accepted with edits. Those records that are accepted will drive the funding level in GAPS, providing funds for schools to draw down.

Successful submission of disbursement records prompts GAPS to make funds available for drawdown, and deposit administrative cost allowance (ACA) funds into the school's account. An ACA will be paid for each student with a disbursement record approved by RFMS for the school. Schools are able to request an Electronic Statement of Account, which details the status of their account.

Advanced Funding


2. GAPS Adjusts Authorization
1. RFMS Sends Adjustment to Authorization
3. GAPS Sends ESOA Data
RFMS
GAPS
5. School Sends Drawdown Request to GAPS
4. School Requests ESOA Data and Gets Report From RFMS
6. GAPS Deposits Funds in School's Account
School

It should be noted that RFMS provides institutions and the Department with more accurate accounting in the Federal Pell Grant program, and the increased speed of the new system provides more timely information. However, in the funding process, there is one situation in which a transaction will be delayed.

162

It should be noted that, as discussed in Unit 3, disbursement records for positive amounts must be submitted to RFMS by the September 30th following the end of the award year. In 2001, however, September 30th falls on a Sunday, in which case, positive disbursements are accepted on the next business day. So, for award year 2000-2001, RFMS must receive all disbursement records for positive disbursements by October 1, 2001.

SEPTEMBER

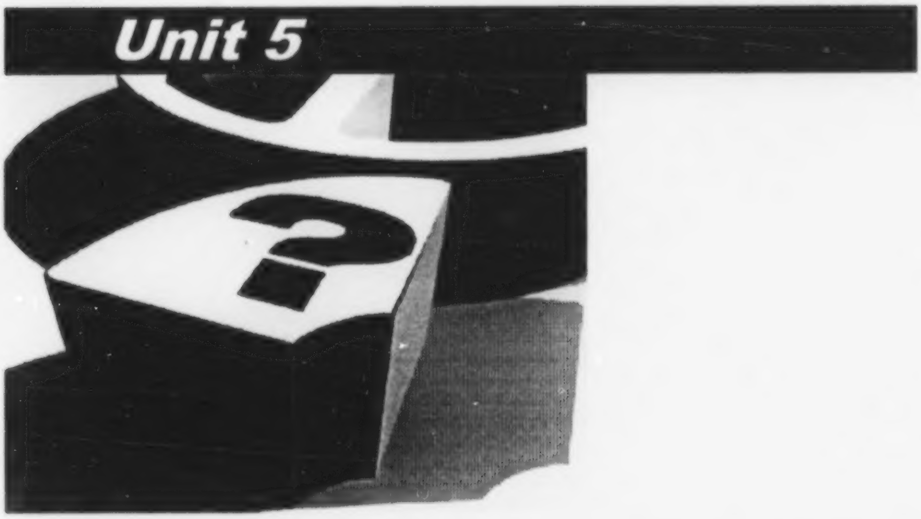
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Now, let's share our experiences related to the funding process in RFMS. What differences did aid officers see in the process in 1999-2000? Is anyone in the audience participating in the Just-In-Time pilot?

[Slide 4-8]



Requesting Data

RFMS provides several tools to help schools manage their Federal Pell Grant database. This Unit describes how schools can request Multiple Reporting Records, Electronic Statements of Account, and Year-to-Date records. It also explains how to create data request records using EDExpress.

[Slide 5-1]

Objectives

At the end of this lesson, you should be able to:

1. Identify the data available to help you manage your Pell Grant funds.
2. Create a data request using EDExpress.
3. Import and review year-to-date data.
4. Print the YTD Pell Processed Disbursement list.
5. Print an ESOA report.
6. Create a transfer record.

[Slide 5-2]

Introduction

The RFMS allows you to manipulate data so that you know the volume and number of Federal Pell Grant awards that have been made on your campus, and the status of your Pell authorization level. In addition, RFMS identifies any students who might be attempting to receive Federal Pell Grant funds at more than one institution, and provide information that makes resolving such problems easier.

There are several different data management tools available for your use in RFMS.

Multiple Reporting Records

Multiple Reporting Records are sent to schools automatically or on request. As discussed in Unit 3, Disbursement, they are sent automatically after you send a disbursement record if:

- Another school sent in a disbursement record preceded by an origination record for the student enrollment date within 30 days of the enrollment date you reported for the student, *or*
- Another school has sent in a disbursement record for the student and the percentage of Federal Pell Grant eligibility used is greater than 100%.

You can also ask the RFMS for information about any other schools that may have submitted origination or disbursement records for your students.

Electronic Statement of Account

This statement is an electronic version of the Statement of Account and summarizes your institution's Pell disbursement authorization in comparison to the amount your institution has spent to date. You may request your school's most recent Statement of Account.

Year-to-Date Data

Schools can request data about all activity they have posted to the RFMS database up to the current date. Each student has two records, a YTD origination record and a YTD disbursement record, for each disbursement the Department has accepted.

[Slide 5-3, 5-4]

Processing Data Requests

Schools create and transmit a file to request one of the three types of data we just discussed. Multiple requests can be placed on the same data request file. For example, you could request an MRR and Year-to-Date data at the same time on the same file. The message class for the data request is PGRQ01IN.

Data requests are either accepted by RFMS with the requested file returned to the institution, or rejected with a data request acknowledgment returned to the institution. Data request acknowledgments are only returned if a request is rejected by RFMS.

Data requests are rejected when the requesting institution submits incomplete data in the request, or when the data requested couldn't be found on the RFMS database. The data request acknowledgment includes codes that indicate the reject reason.

Schools have the option of phoning in a data request to the RFMS by calling Customer Service at 1-800-4PGRANT.

[Slide 5-5]

Multiple Reporting Record

RFMS uses the Multiple Reporting Record (MRR) to automatically notify institutions reporting for the same student in two situations:

- Concurrent enrollment
- Potential Overaward Project

Schools may want to be proactive and find out whether other schools have submitted origination and disbursement records for their students. They may request such information from RFMS. These requests are designed to provide schools with information to identify and resolve both potential overawards and concurrent enrollments before they occur.

Schools can request records identifying institutions which have originated or disbursed for specific Federal Pell Grant recipients, specific institutions, or for all students originated at their school. Schools can make a request by using the RFMS web site—www.pellgrantsonline.ed.gov—or by transmitting a request file created by using EDExpress.

You can make six different MRR requests. A two-letter code on the record layout identifies the type of request submitted:

- **OA:** Originated students for all schools. RFMS provides information about all origination records it has received where the original SSN and name code match the accepted origination records you submitted.

  For example, you may want to make this request before submitting disbursement records. You can prevent potential overpayments by finding out whether other schools have submitted origination records for your students.
- **OS:** Selected originated students. RFMS returns information about whether other schools have submitted origination records for the students you specify. An accepted origination record from your institution must be on file at RFMS for each record you specify. For example, you might use this option for students who have transferred to your school.
- **OI:** Originated students for selected institutions. RFMS returns information about all students originated at the schools you specify. This option might be used to specify all records from a school in your area from which many of your student's transfer.
- **DA:** Disbursed students for all institutions. RFMS provides you information about all disbursement records it has received where the original SSN and name code match the disbursement records you've submitted.
- **DS:** Selected disbursed students. RFMS returns information about whether other schools have submitted disbursement records for the students you specify.
- **DI:** Disbursed students for selected institutions. RFMS returns information about all students who had disbursement records submitted on their behalf at the schools you specify.

Note: *Schools should use the disbursement codes to narrow the request results if they are trying to avoid an overpayment situation.*

[Slide 5-6]

Electronic Statement of Account (ESOA)

A new Electronic Statement of Account is generated by RFMS at the time of initial authorization and every time that you send in disbursement records that exceed your initial authorization. ESOA's will be sent thereafter when the disbursement records result in an adjustment to your authorization, either up or down. This statement summarizes your institution's Federal Pell Grant disbursement authorization.

Institutions requesting an ESOA receive the last Statement produced at the end of the last accounting cycle for which the institution had transactions processed.

The ESOA includes both summary and detail data. The summary reports the current status of your account, as well as the status of the account when the last Electronic Statement of Account was delivered, and the total disbursements processed since the receipt of the last statement. The detail data provides institutions with the batch numbers processed since the last statement was received, as well as the corresponding funding amounts.

[Slide 5-7]

Year-to-Date Data

The RFMS allows you to request information about all activity posted to the RFMS for your school up to the current date. The Year-to-Date (YTD) record replaces the Student Payment Summary (SPS) and the Electronic Student Payment Summary (ESPS).

Schools request YTD records for two reasons:

- To replace a corrupt database, or
- To reconcile their records with the accepted data that RFMS has retained.

You request YTD records by using the RFMS web site (www.pellgrantsonline.ed.gov) or by creating a data request record using EDExpress or other software. You can request:

- All origination and disbursement records for your school, or
- Specific student records

RFMS returns to you a file under the message class PGYR01OP. RFMS will not provide you a paper copy of the YTD file.

Each YTD file from RFMS contains three parts:

- The last accepted origination record for each student attending your school
- Each accepted disbursement record for each accepted origination record
- A summary of data sent to the school.

[Slide 5-8 through 5-10]

Using EDExpress

Using the Export function of EDExpress, you can easily create a data request file that contains one or all of the types of requests available:

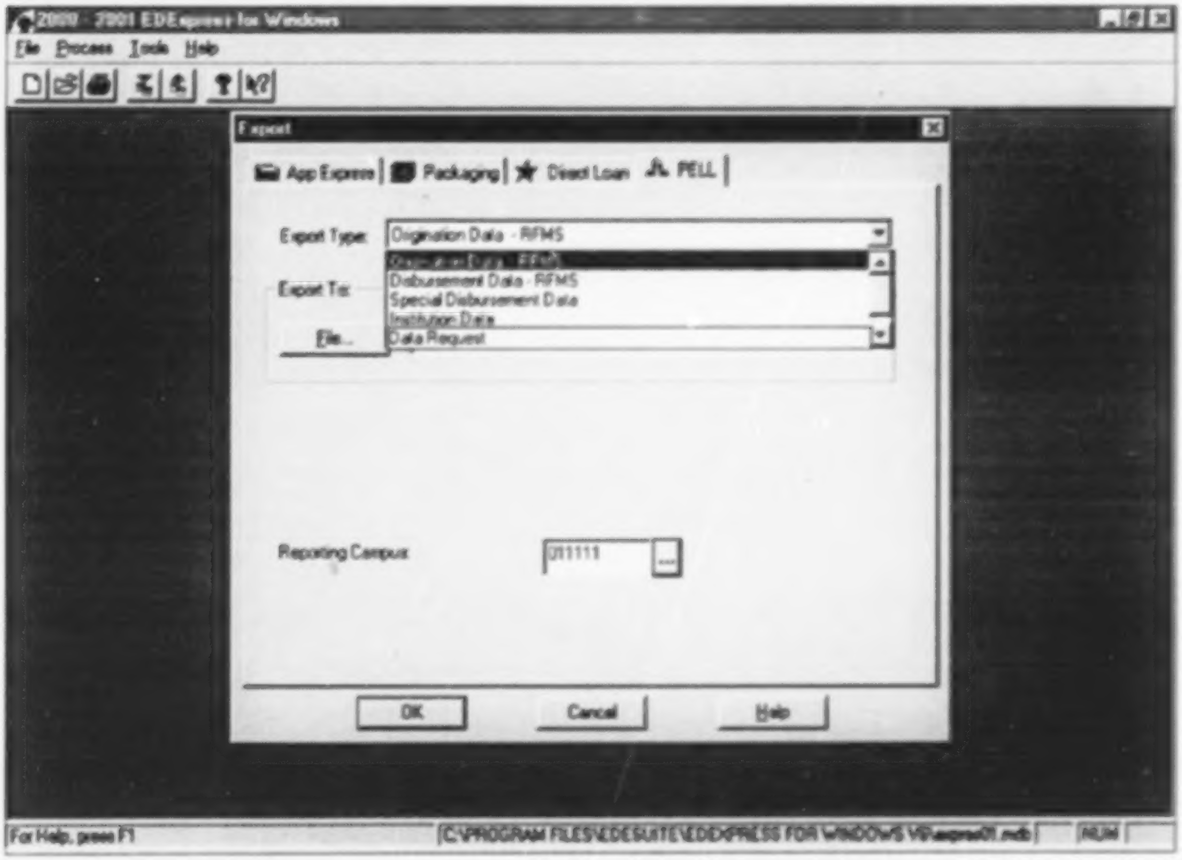
- Year-to-Date – Used to update or rebuild your database and identify discrepancies between your data and RFMS.
- Electronic Statement of Account – Provides summary and detail information about fund requests and drawdowns.
- Multiple Reporting Record – Used to identify students who have been reported in some way by another school.

Each of these reports can provide information to help you better manage your student data. In this demonstration, we will create a data request file to transmit to RFMS.

*From the main menu, click **File/Export**.*

Click on the Pell tab.

*In the Export Type field, select **Data Request**.*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Export
App Express
Packaging
Direct Loan
PELL
Export To:
File...
OK
Cancel
Help
NUM

Export Type: Origination Data - RFMS

Origination Data - RFMS
Disbursement Data - RFMS
Special Disbursement Data
Institution Data
Data Request

Reporting Campus: 011111

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V8\expre01.mdb

Mark the ***Mulitple Reporting Record*** *box to display the options.*

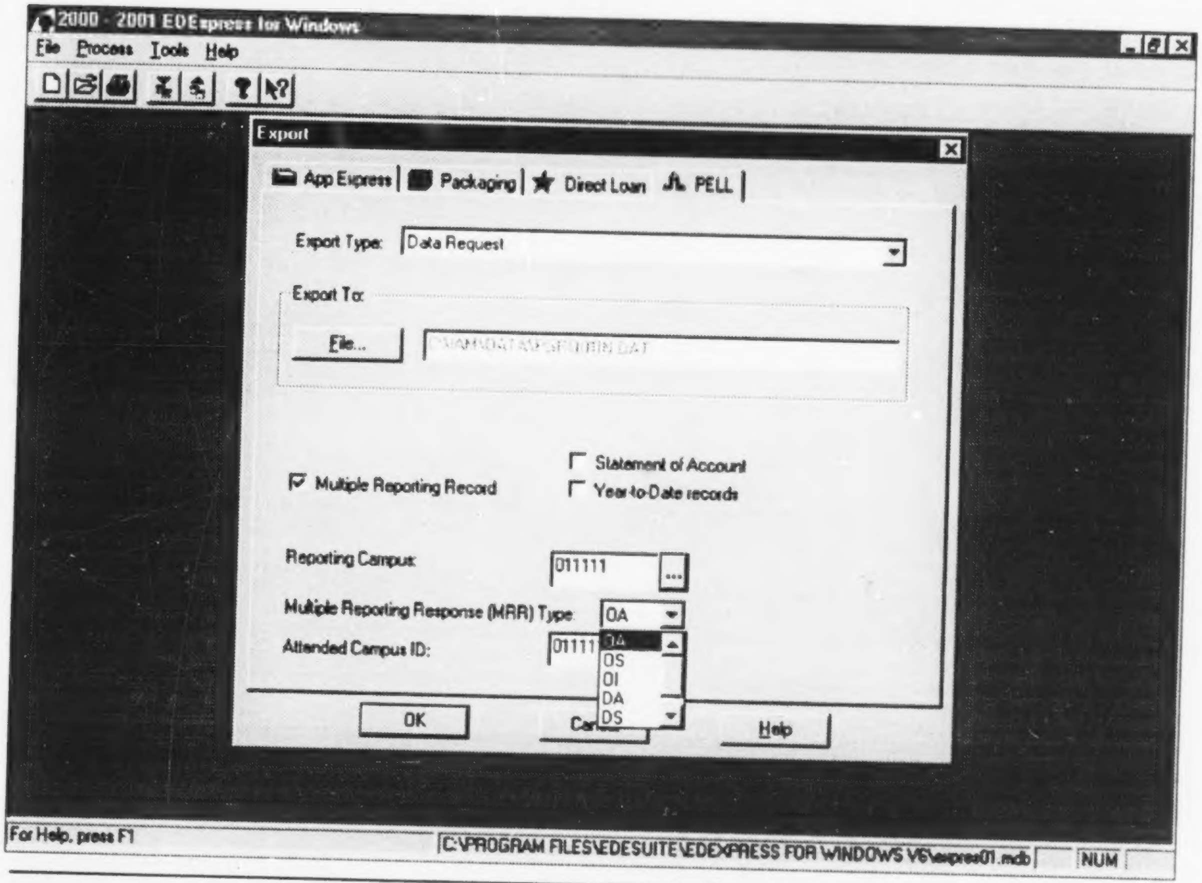
Unmark the ***Multiple Reporting Record*** *box.*

When you choose the Data Request option, all three data request types are displayed. You use the checkbox next to each option to indicate the type of request you want.

If you select Multiple Reporting Response, the type field will display, and from the dropdown menu you select one of the valid values:

- OA – Originated Students for all institutions
- OS – Selected Originated Students
- OI – Originated Students for selected Institutions
- DA – Disbursed Students for all institutions
- DS – Selected Disbursed students
- DI – Disbursed Students for selected institutions.

For each type you select, you receive a report indicating which other institutions have also reported your students for either origination or disbursement.



2000 - 2001 EDExpress for Windows
File Process Tools Help
Export
App Express
Packaging
Direct Loan
PELL
File...
OK
Cancel
Help
For Help, press F1
NUM

Export Type: Data Request

Export To:

☑ Multiple Reporting Record

☐ Statement of Account

☐ Year-to-Date records

Reporting Campus: 011111

Multiple Reporting Response (MRR) Type: OA

OA
OS
OI
DA
DS

Attended Campus ID: 01111

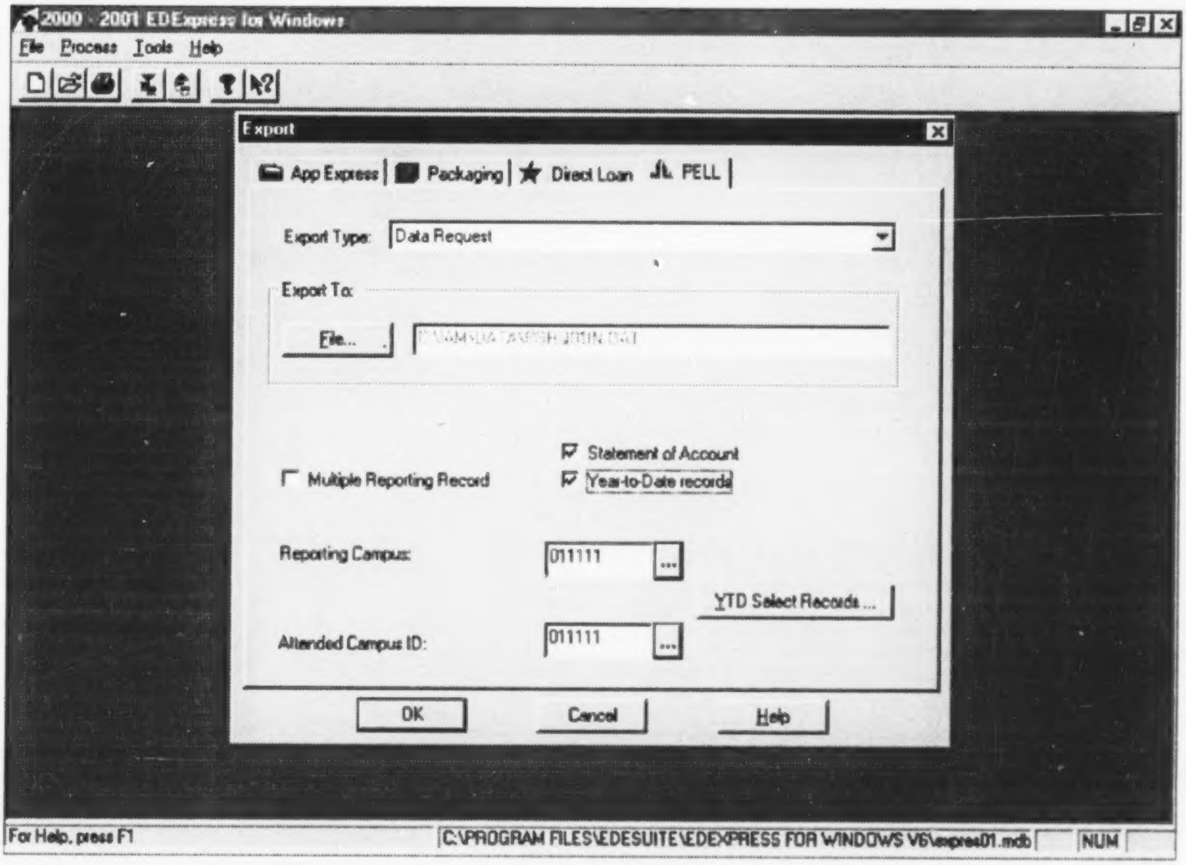
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

In this example, we will request two types of data: Statement of Account, and Year-to-Date records.

Mark ***Statement of Account*** *and* ***Year-to-Date*** *records.*

Click ***OK*** *to export.*

Note: *If you want to request YTD data for specific records, use the YTD Select Records button.*



2000 - 2001 EDExpress for Windows

Export

Export Type: Data Request

☑ Statement of Account

☐ Multiple Reporting Record

☑ Year-to-Date records

Reporting Campus: 011111

Attended Campus ID: 011111

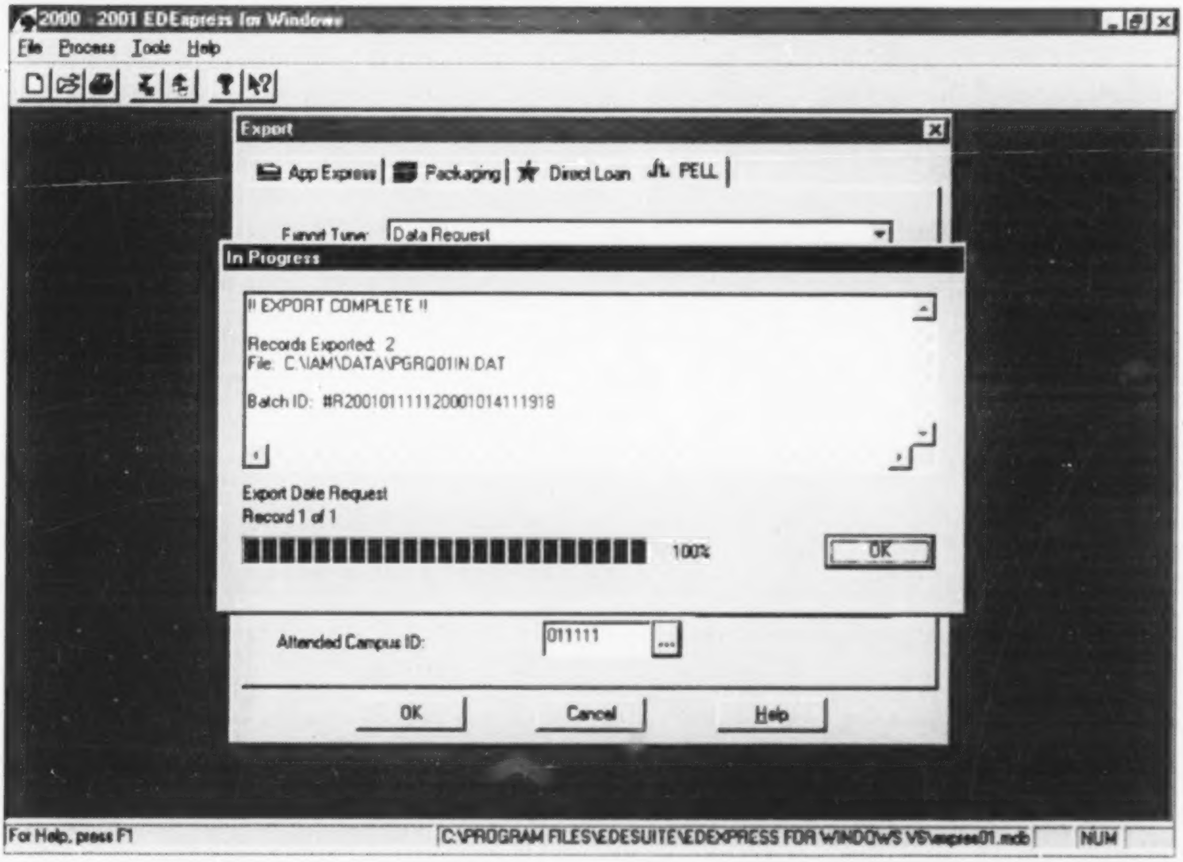
For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

File
Process
Tools
Help
App Express
Packaging
Direct Loan
PELL
Export To:
File...
YTD Select Records ...
OK
Cancel
Help
NUM

*Click **OK** to close.*

A file has been created called C:\IAM\DATA\PGRQ01IN.DAT that is ready to transmit to RFMS. The Export Statistics box indicates that both request types were included in the file.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Export
App Express
Packaging
Direct Loan
PELL
In Progress
OK
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb
NUM

Format Type: Data Request

!! EXPORT COMPLETE !!

Records Exported: 2
File: C:\IAM\DATA\PGRQ01IN.DAT

Batch ID: #R2001011111200010141119l8

Export Date Request
Record 1 of 1
100%

Attended Campus ID: 011111

Importing Year-to-Date Data

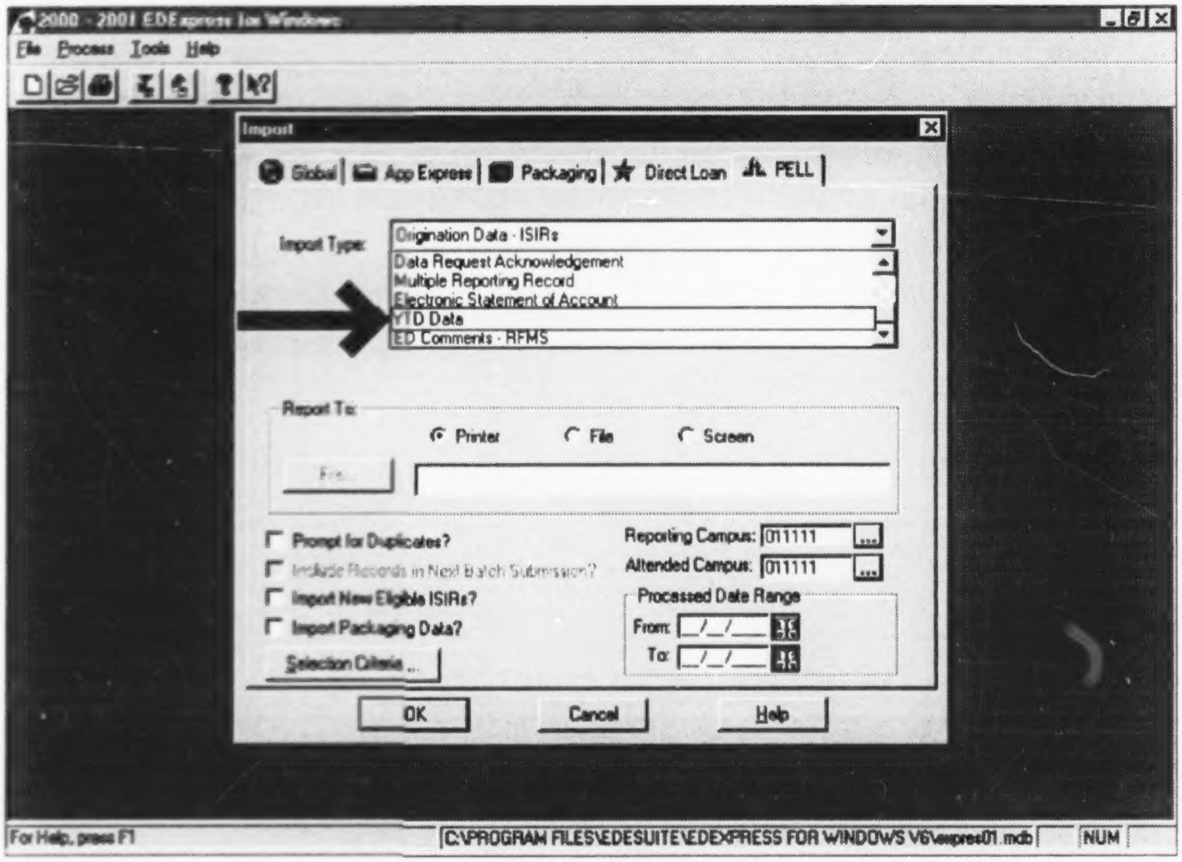
After receiving the data request file, RFMS processes it and transmits it back to you in separate files for each type of data you requested. The files need to be imported into EDExpress and reviewed.

In this example, we will import the requested YTD data file.

*Select **File/Import** from the main menu.*

Click on the Pell tab.

*Select **YTD Data** as the import type.*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
PELL
Report To:
File...
Selection Criteria ...
OK
Cancel
Help
Processed Date Range

Import Type: Origination Data - ISIRs

Data Request Acknowledgement
Multiple Reporting Record
Electronic Statement of Account
YTD Data
ED Comments - RFMS

● Printer ○ File ○ Screen

☐ Prompt for Duplicates?
☐ Include Records in Next Batch Submission?
☐ Import New Eligible ISIRs?
☐ Import Packaging Data?

Reporting Campus: 011111
Attended Campus: 011111
From: __/__/____
To: __/__/____

For Help, press F1

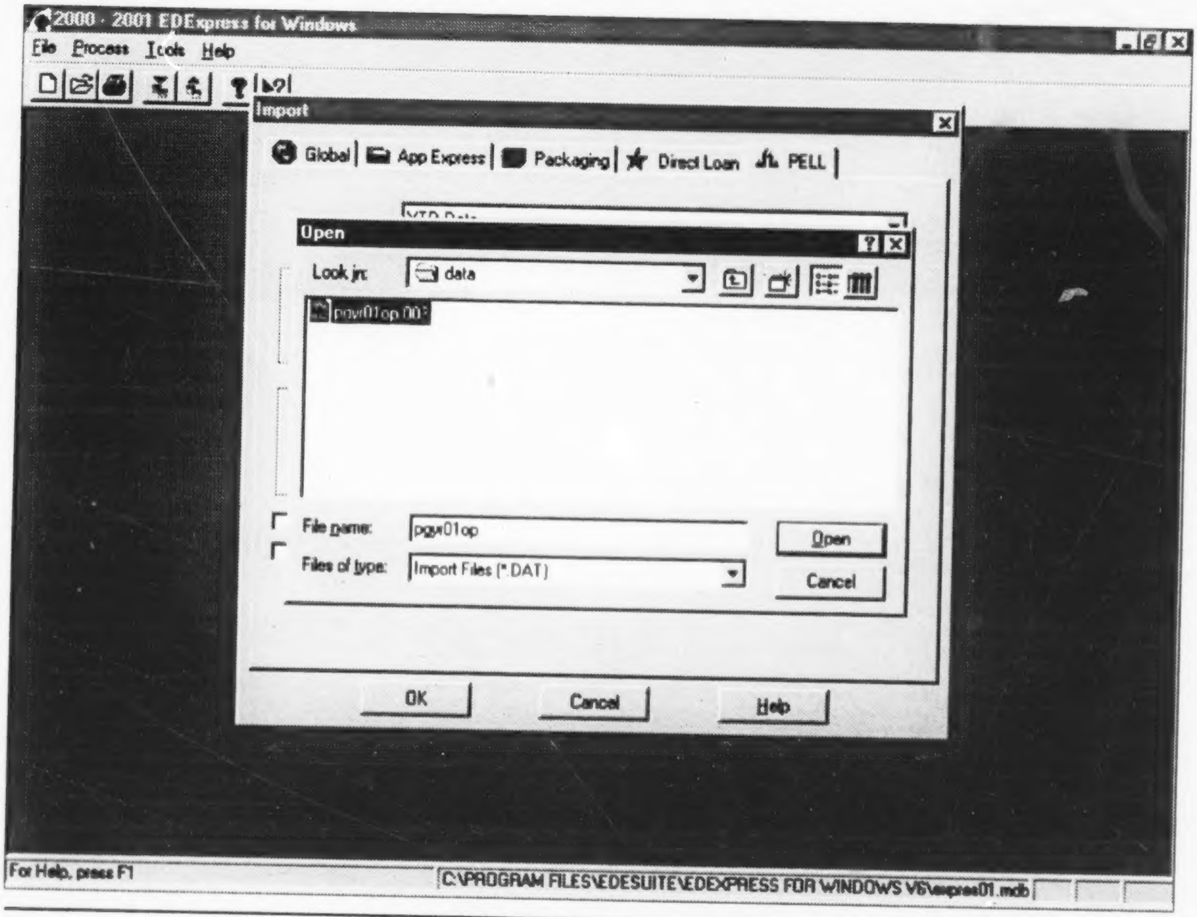
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb NUM

Click the File button.

Select the PGYR01OP file from the list displayed.

Click ***Open****.*

The file type to select for Year-to-Date data is PGYR01OP.


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
YTD Data
Open
pgyr01op.003
Open
Cancel
OK
Cancel
Help

Look in: data

File name: pgyr01op

Files of type: Import Files (*.DAT)

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

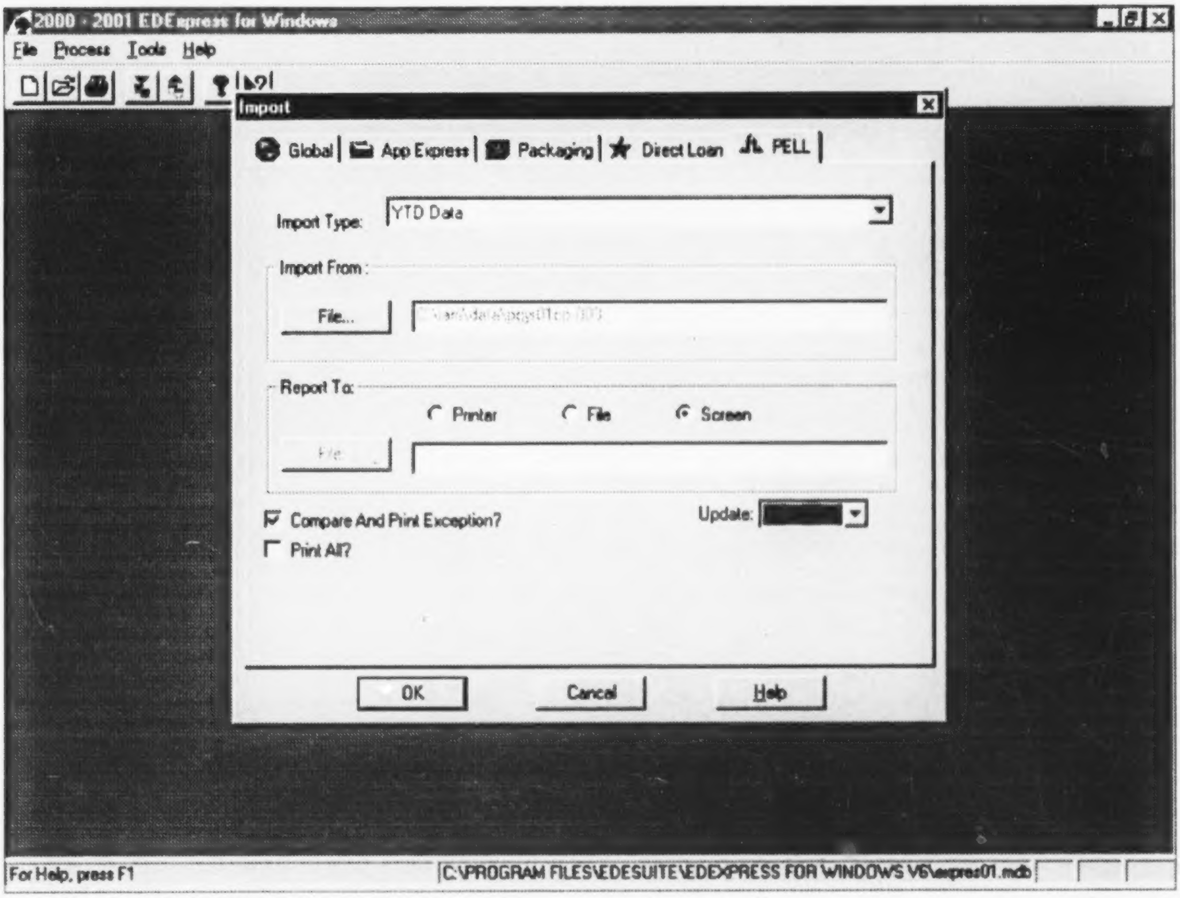
EDExpress gives you three options when importing and printing YTD records:

- Compare and Print Exception?
- Update
- Print All?

Use the "Compare and Print Exception?" option to compare each record in the YTD file to records in your database. The software matches records by origination ID and compares the accepted award and disbursement amounts. If either of these values is different, the record is noted in the YTD comparison report.

Tip: Verify that you have imported all Pell origination and disbursement acknowledgement records before running the compare feature; this will ensure the RFMS data in the YTD file is being compared against your most current processing results. You should also delete records for students not attending your school that have been created but not submitted to RFMS. Otherwise, these records will be noted as exceptions on the comparison report.

*Click **Screen** to view the edit report on the screen.*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
File...
File...
OK
Cancel
Help

Import Type: YTD Data

Report To: ○ Printer ○ File ● Screen

☑ Compare And Print Exception?

☐ Print All?

Update:

For Help, press F1

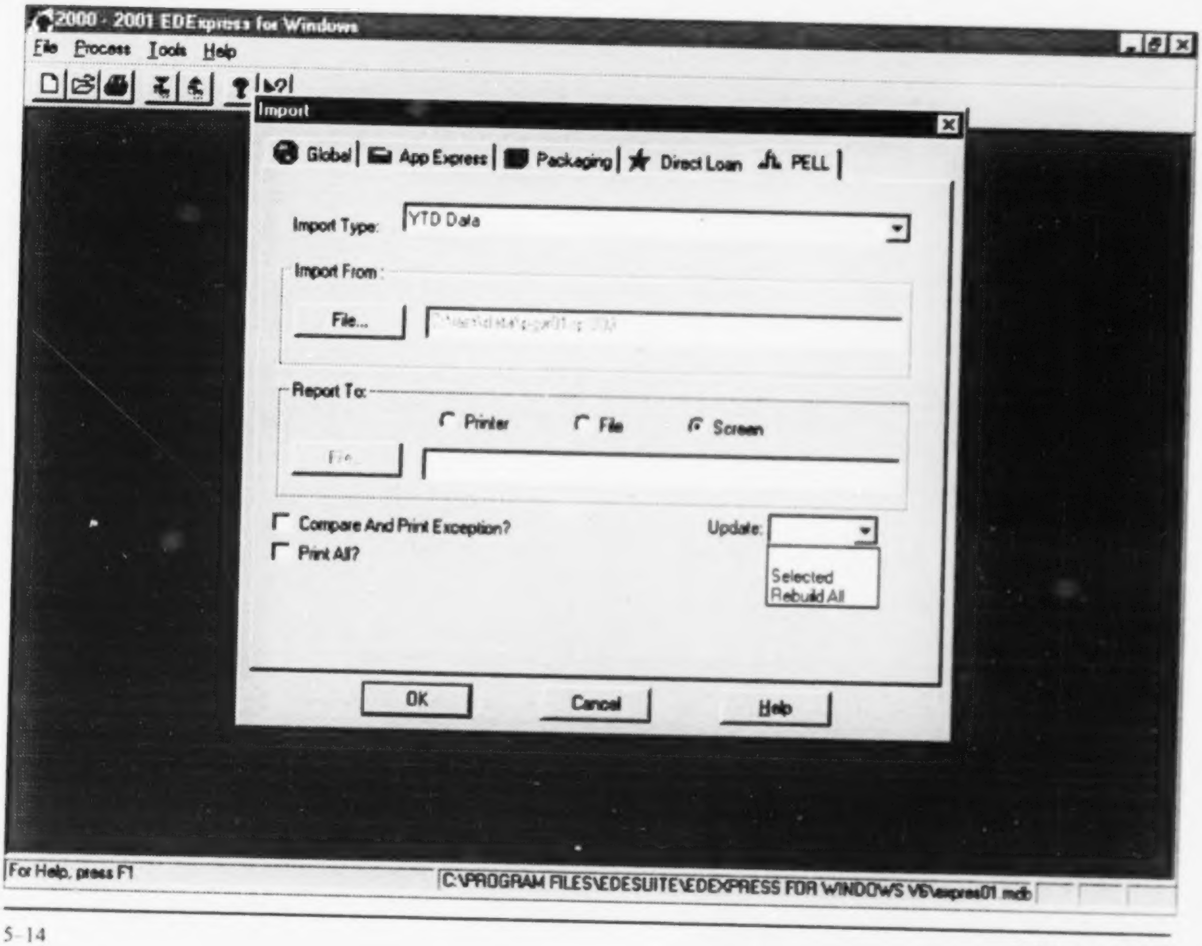
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Use the Update option to update your database using the information from the YTD file.

Choose "Selected" to update specific student records. You may want to use this feature if, for instance, you have a duplicate rejected record that needs to be set back to accepted status, or if you are missing an acknowledgement file and wish to update specific records that were in the missing batch.

Choose the "Rebuild All" to overwrite all the records in your database that have matching origination IDs in the YTD file. You should only use this option if you need to rebuild your entire EDExpress Pell database.

Tip: *First use the "Compare and Print Exception?" option if you aren't sure whether you need to use the Update option. Review the report to see whether differences exist and whether it is worthwhile to run the Update option.*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
File...
OK
Cancel
Help

Import Type: YTD Data

Import From:

Report To: ○ Printer ○ File ● Screen

☐ Compare And Print Exception?

☐ Print All?

Update:
Selected
Rebuild All

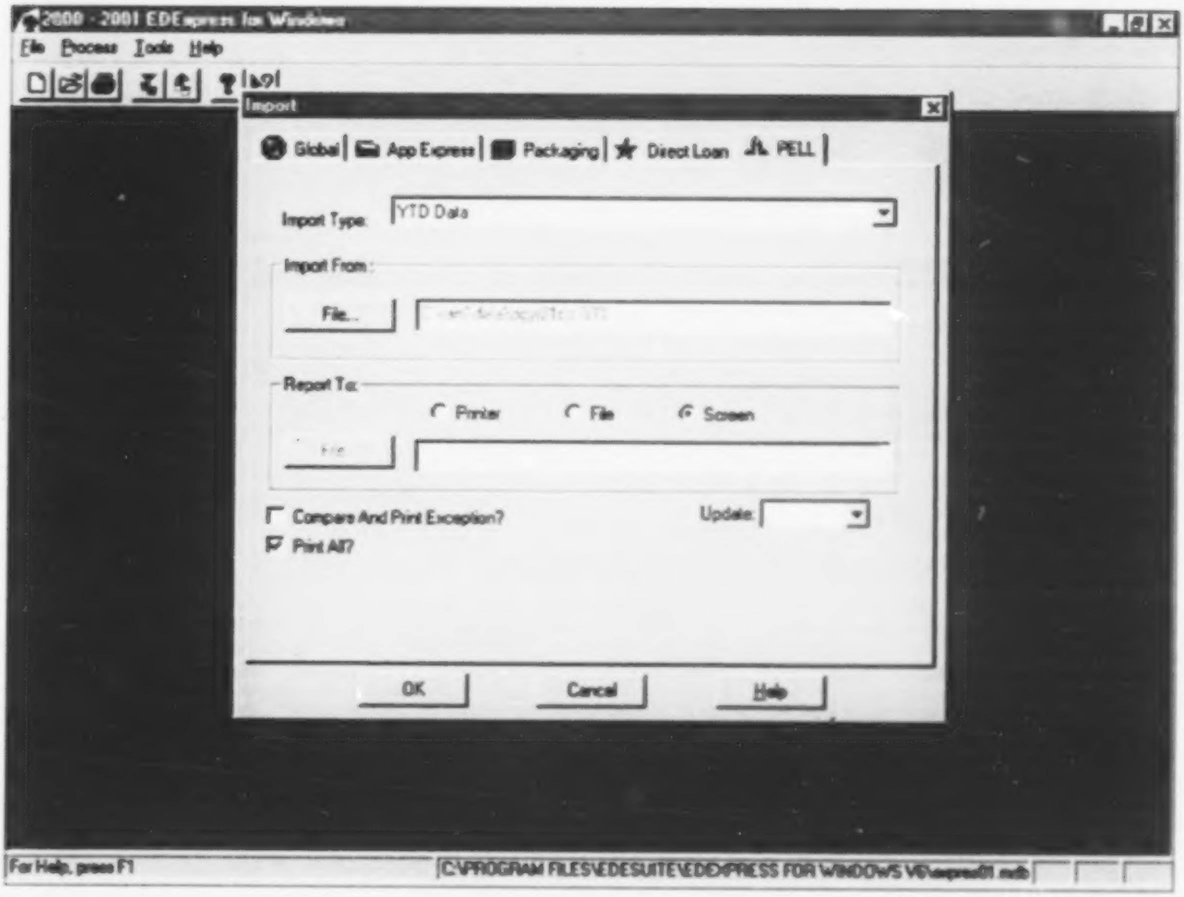
For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Use the Print All? option to get a listing of all the YTD records on file in origination ID order.

In this example, we select the Print All? option.

*Mark **Print All?** and click **OK**.*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
File...
File
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

Import Type: YTD Data

Import From:

Report To: ○ Printer ○ File ● Screen

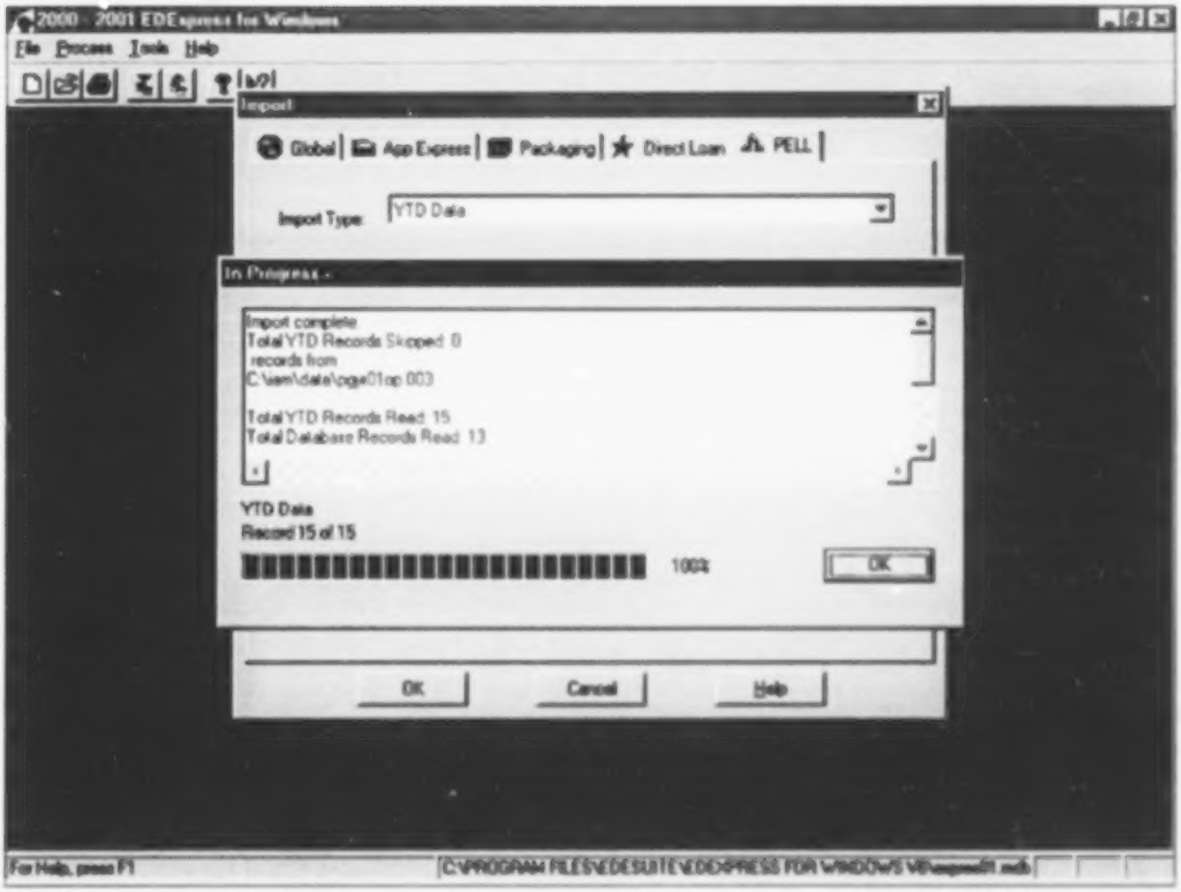
☐ Compare And Print Exception?

☑ Print All?

Update:

*Click **OK** to continue.*

The Import Statistics window indicates the number of records that were imported.


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
In Progress...
OK
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V8\express01.mdb

Import Type: YTD Data

```
Import complete
Total YTD Records Skipped: 0
 records from
C:\sam\data\pgge01op.003

Total YTD Records Read: 15
Total Database Records Read: 13
```

YTD Data
Record 15 of 15
100%

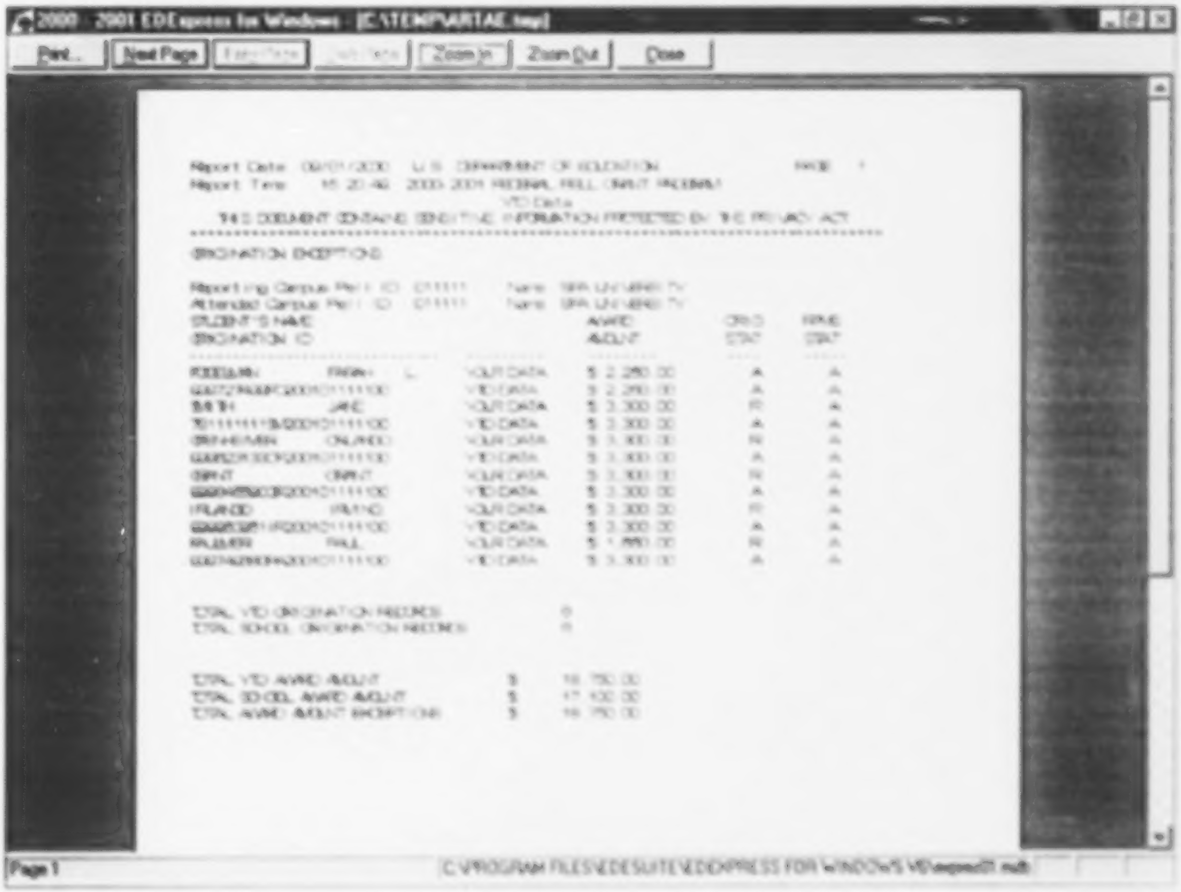
The first page of the Import Edit Report is displayed on the screen. For each record, the report provides a comparison between the data stored in EDExpress (your data) and the YTD information from RFMS (YTD data). Also provided are the origination and the RFMS status of each.

There are several possible reasons for a discrepancy. One is that the award amount at the RFMS doesn't match the award amount in EDExpress. This might happen if you made a change that has not been received by RFMS. In the example here, the new origination data for Paul Paulmer has not been received at RFMS.

Another reason for a discrepancy is that the RFMS has a record for a student but the record does not exist in EDExpress. Either the record has been deleted, or you may have lost data due to a system failure.

The first page of the Import Edit report provides a listing of the origination records of the YTD file and the origination records in EDExpress.

Click ***Close***



Printing the YTD Pell Processed Disbursement List

*Select **File/Print** from the menu bar*

*Click the **Pell** tab*

*Select **List-Processed Disbursements Year-to-Date***

*Select **Screen** as the report destination*

*Click **OK***

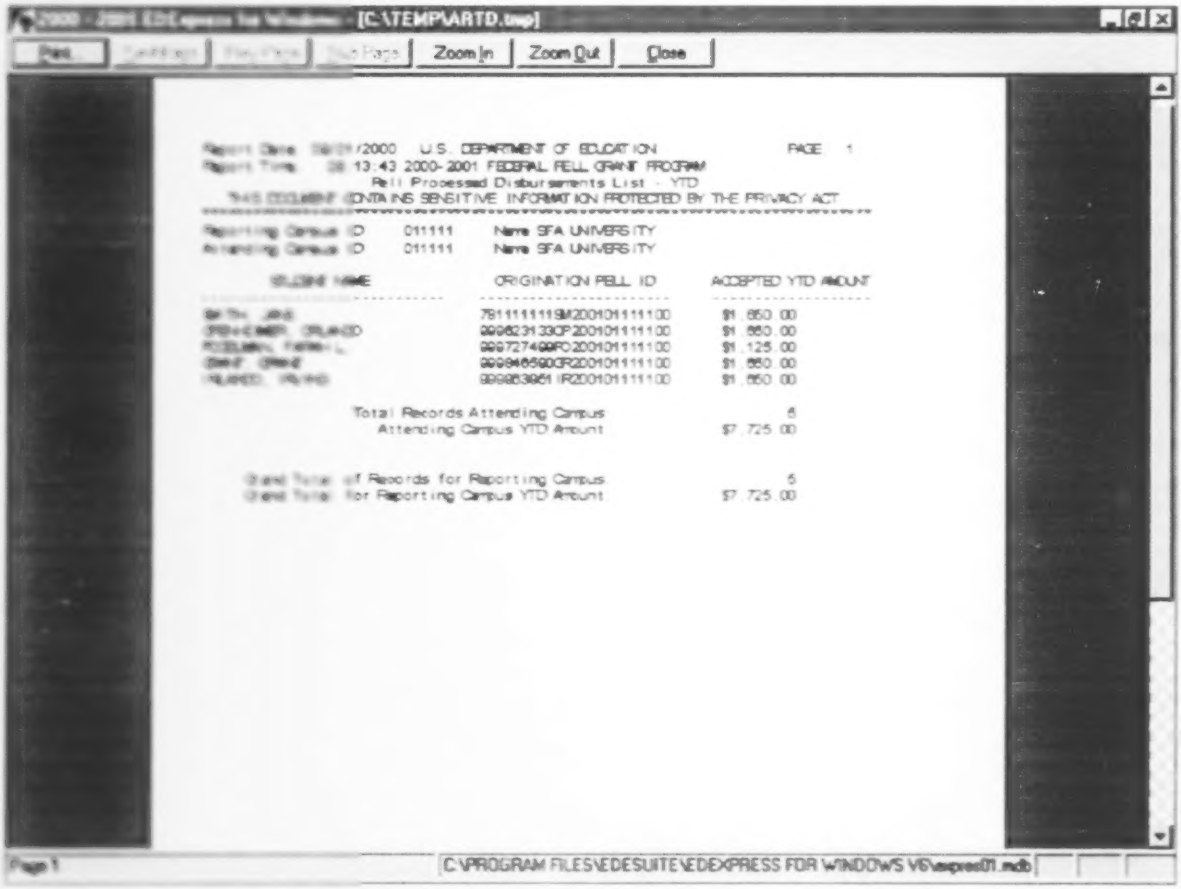
Review the report, and click the Close button on the tool bar

NEW!

A new report, the YTD Pell Processed Disbursement List, prints the accepted disbursement amounts for all disbursement records that the RFMS has processed. You can print all records on your database or use the Selection Criteria to specify a group of records. The report includes records with an RFMS status of A (accepted) or C (corrected). It does not include rejected records.

Use this report in conjunction with the YTD request to reconcile your records.

[Slide 5-11]


[C:\TEMP\ARTD.tmp]
Print
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

```
Report Date  [illegible]/2000   U.S. DEPARTMENT OF EDUCATION              PAGE  1
Report Time  [illegible] 13:43 2000-2001 FEDERAL PELL GRANT PROGRAM
                   Pell Processed Disbursements List - YTD
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
Reporting Campus ID     011111     Name SFA UNIVERSITY
Attending Campus ID     011111     Name SFA UNIVERSITY

      STUDENT NAME               ORIGINATION PELL ID          ACCEPTED YTD AMOUNT
-------------------------    -------------------------    ---------------------
[illegible]                  [illegible]                  $1,650.00
[illegible]                  [illegible]                  $1,650.00
[illegible]                  [illegible]                  $1,125.00
[illegible]                  [illegible]                  $1,650.00
[illegible]                  [illegible]                  $1,650.00

               Total Records Attending Campus                           5
                 Attending Campus YTD Amount                    $7,725.00

        Grand Total of Records for Reporting Campus                     5
        Grand Total for Reporting Campus YTD Amount             $7,725.00
```

Electronic Statement of Account (ESOA) Report

This statement is an electronic version of the statement of account and summarizes an institution's Pell disbursement authorization amount in comparison to the amount your institution has spent to date.

Reviewing the ESOA Report involves two steps. First, import the file from RFMS (PGAS01OP). Second, print the ESOA Report. Remember, an ESOA is generated by RFMS each time an adjustment is made to your account. The report includes summary information and the detail transactions that caused the adjustments.

[Slide 5-12]

Importing the ESOA Report

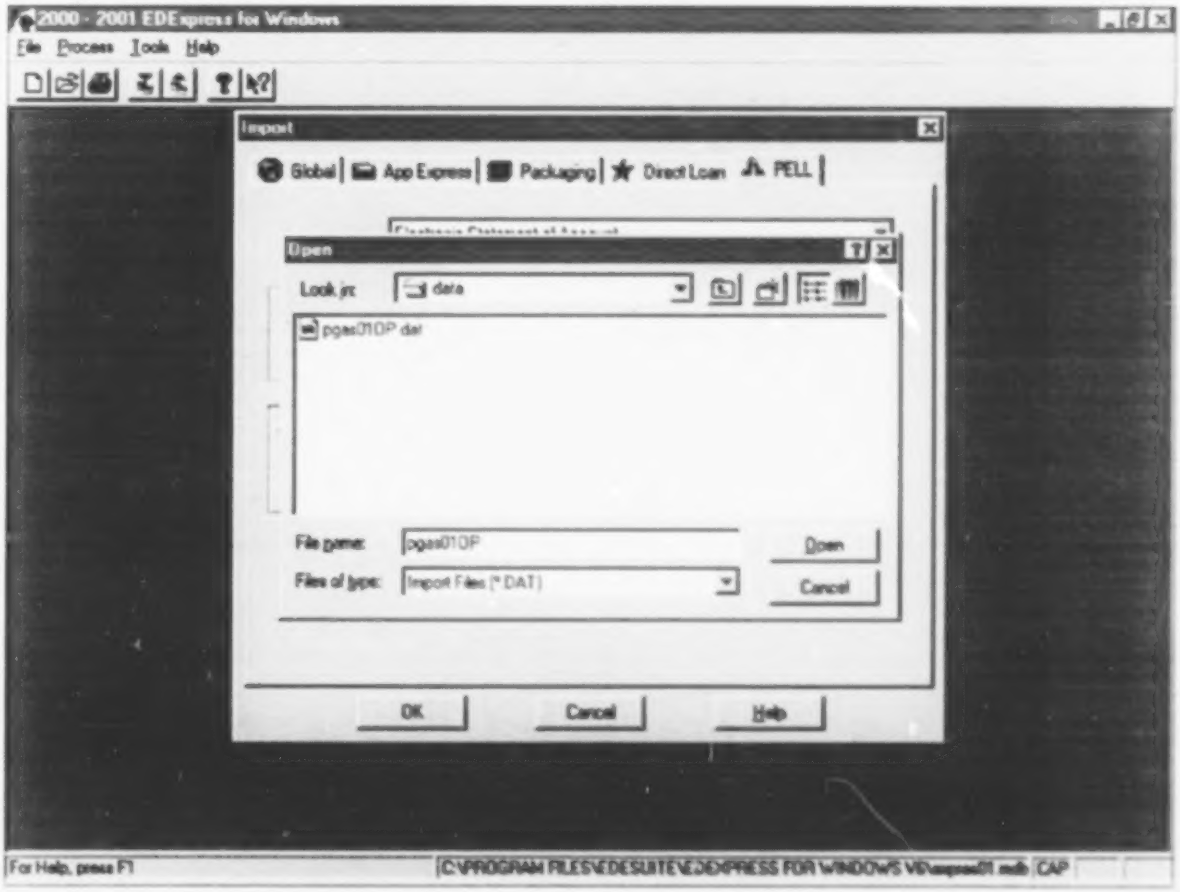
*Select **File/Import** from the main menu*

Click the Pell tab

*Click the down arrow in the Import Type field and select **Electronic Statement of Account***

Click the File... button to display a list of files

*Select the PGAS01OP.DAT file and click **Open***


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
Open
pgas01OP.dat
Open
Cancel
OK
Cancel
Help
CAP

Electronic Statement of Account

Look in: data

File name: pgas01OP

Files of type: Import Files (*.DAT)

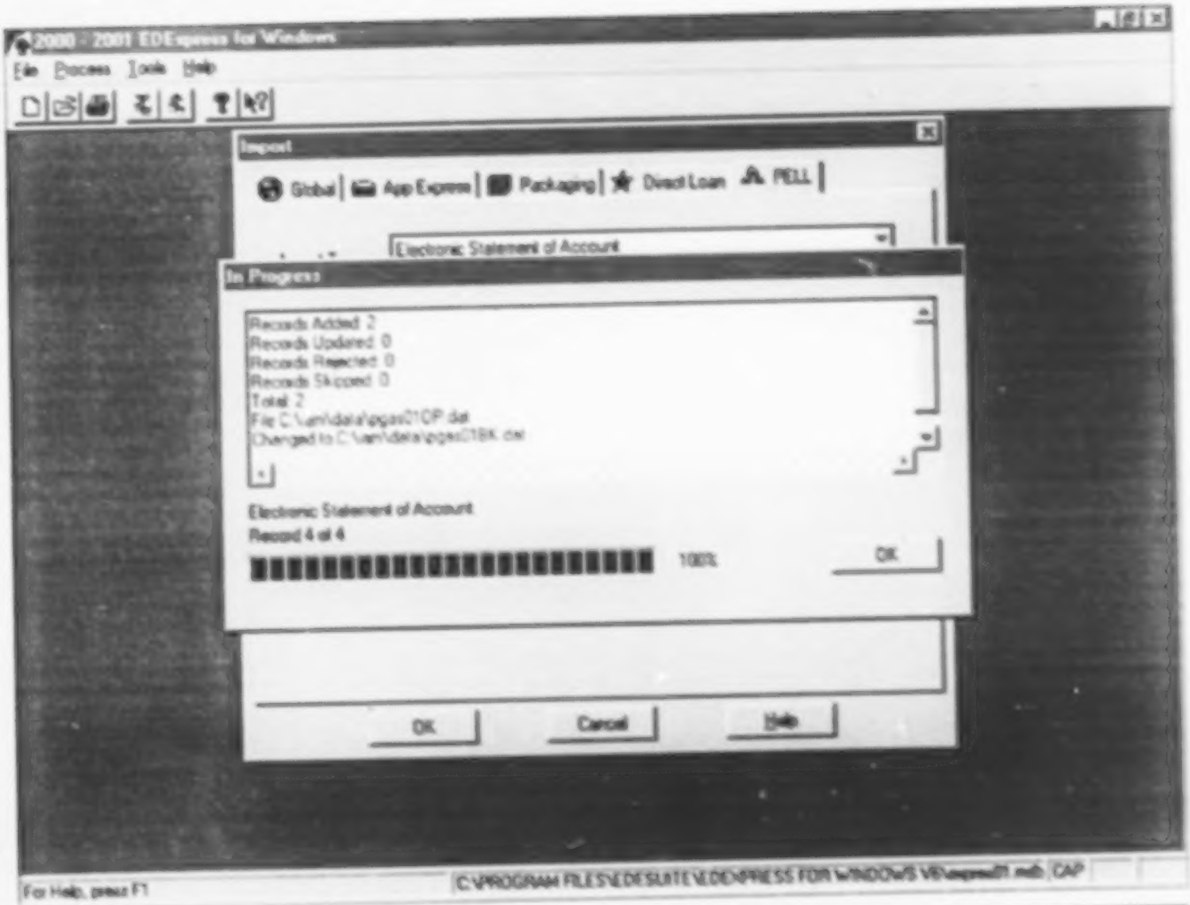
For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

The Import Statistics box indicates that two records were updated.

*Click **OK** to import*

*Click **OK** to continue.*



2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
Electronic Statement of Account
In Progress
OK
OK
Cancel
Help
For Help, press F1
CAP

```
Records Added: 2
Records Updated: 0
Records Rejected: 0
Records Skipped: 0
Total: 2
File C:\am\data\pgas01OP.dat
Changed to C:\am\data\pgas01BK.dat
```

Electronic Statement of Account

Record 4 of 4

100%

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Printing an ESOA Report

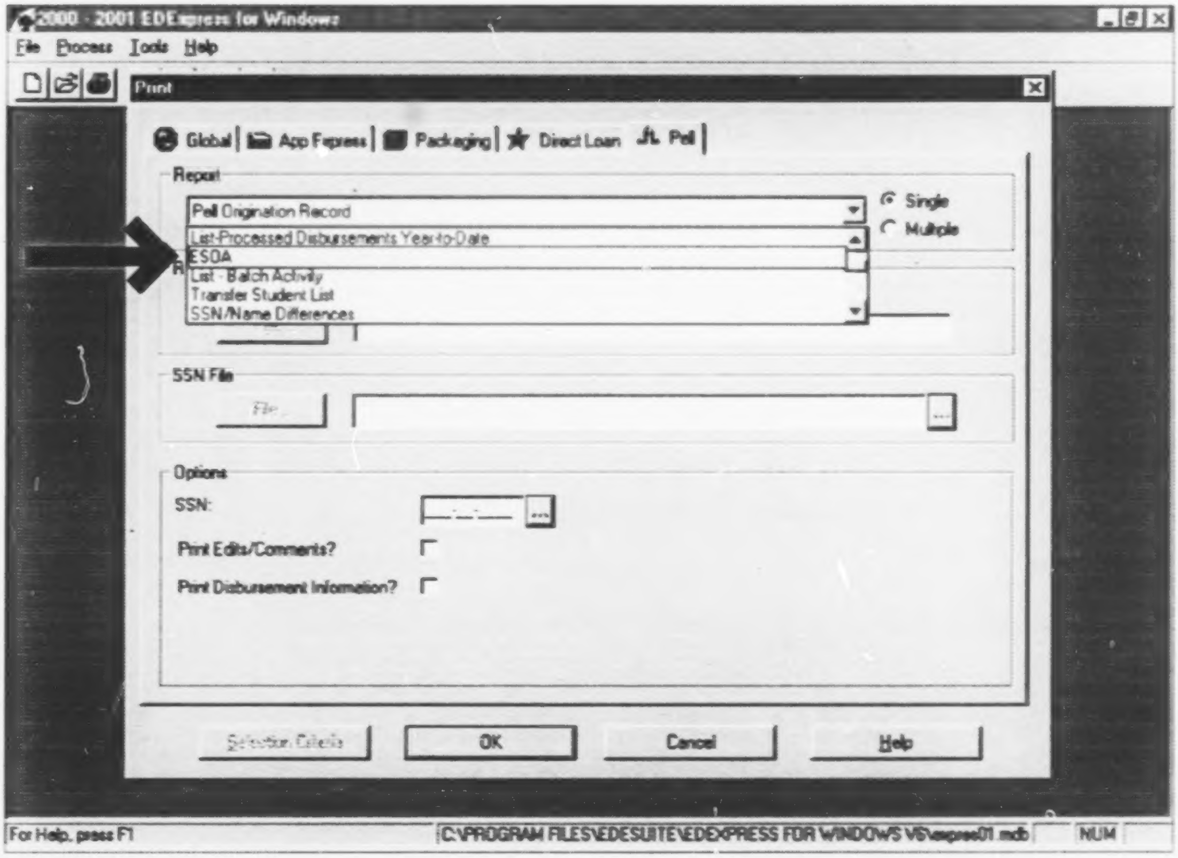
*Select **File/Print** from the menu or click the Print icon on the toolbar.*

Click the Pell tab, if not already highlighted.

*Click the down arrow in the Report field and select **ESOA***

Each time you import an ESOA file into EDExpress, the summary data is replaced; only the current information from the import file is stored. The detail records are cumulative and are all kept in the database.

The ESOA information you just imported can be viewed by printing the report. You may elect to print the detail information with the summary information.

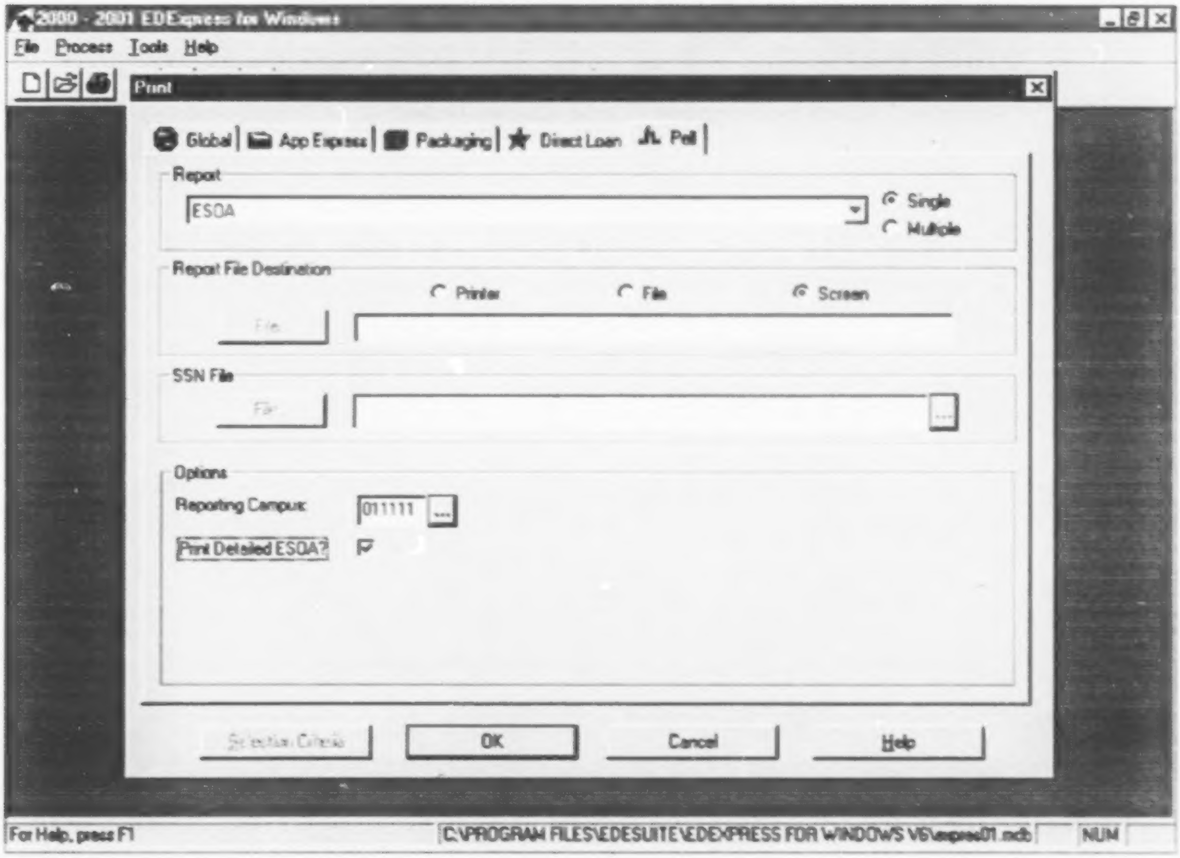

2000 - 2001 EDExpress for Windows
File Process Tools Help
Print
Global
App Express
Packaging
Direct Loan
Pell
Report
Pell Origination Record
List-Processed Disbursements Year-to-Date
ESOA
List - Batch Activity
Transfer Student List
SSN/Name Differences
● Single
○ Multiple
SSN File
File...
Options
SSN:
Print Edits/Comments? ☐
Print Disbursement Information? ☐
Selection Criteria
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb
NUM

If you have data for more than one Reporting Institution in your system, use the single option to select a specific school, or multiple to print data for all.

*Click **Screen** as the output destination.*

Click the Print Detailed ESOA? checkbox to print the detail records.

*Click **OK** to print.*



2000 - 2001 EDExpress for Windows
File Process Tools Help
Print
Global | App Express | Packaging | Direct Loan | Pell
File
File
Selection Criteria
OK
Cancel
Help
For Help, press F1
NUM

Report: ESOA
● Single
○ Multiple

Report File Destination
○ Printer ○ File ● Screen

SSN File

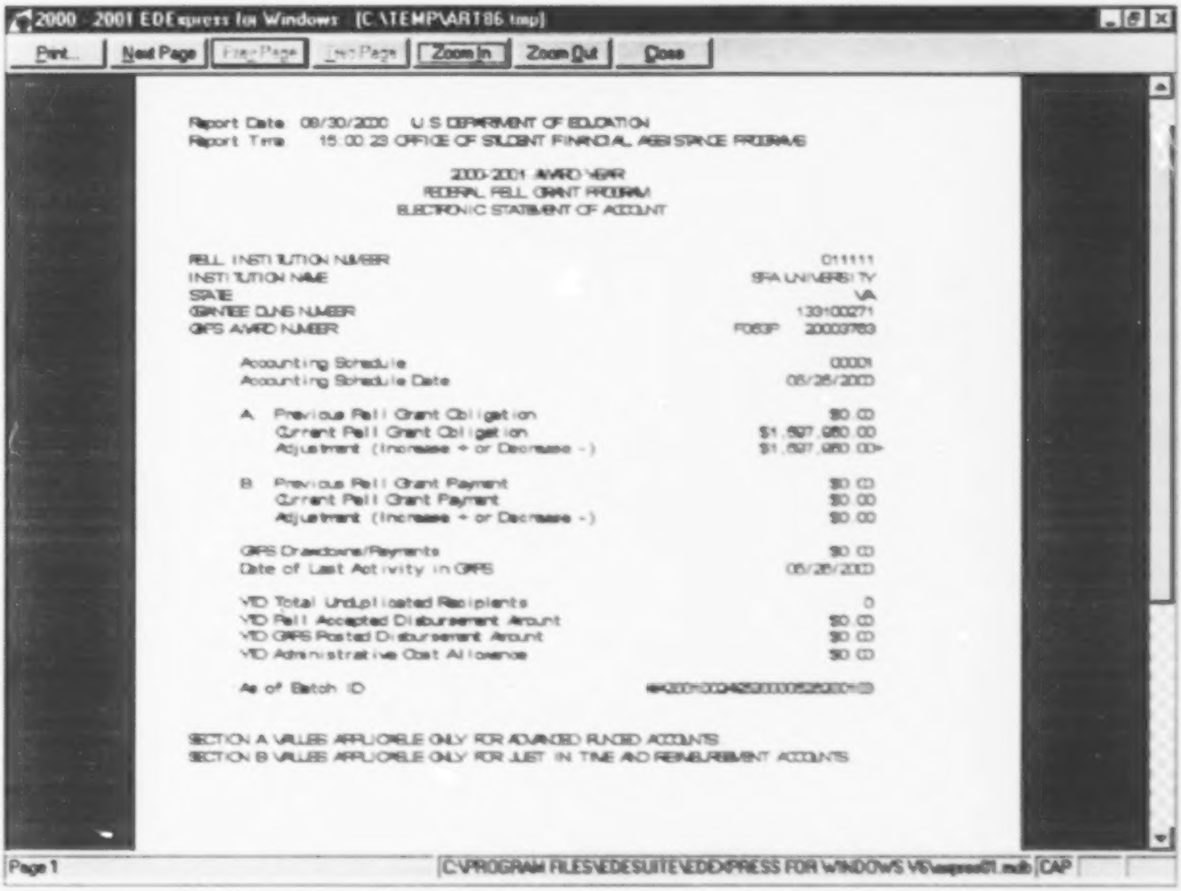
Options
Reporting Campus: 011111
Print Detailed ESOA? ☑

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

*Click **Next Page** to view the detail report.*

The first page is the summary report. Totals for the adjustments are provided.

Year-to-Date recipients and disbursements are also provided.

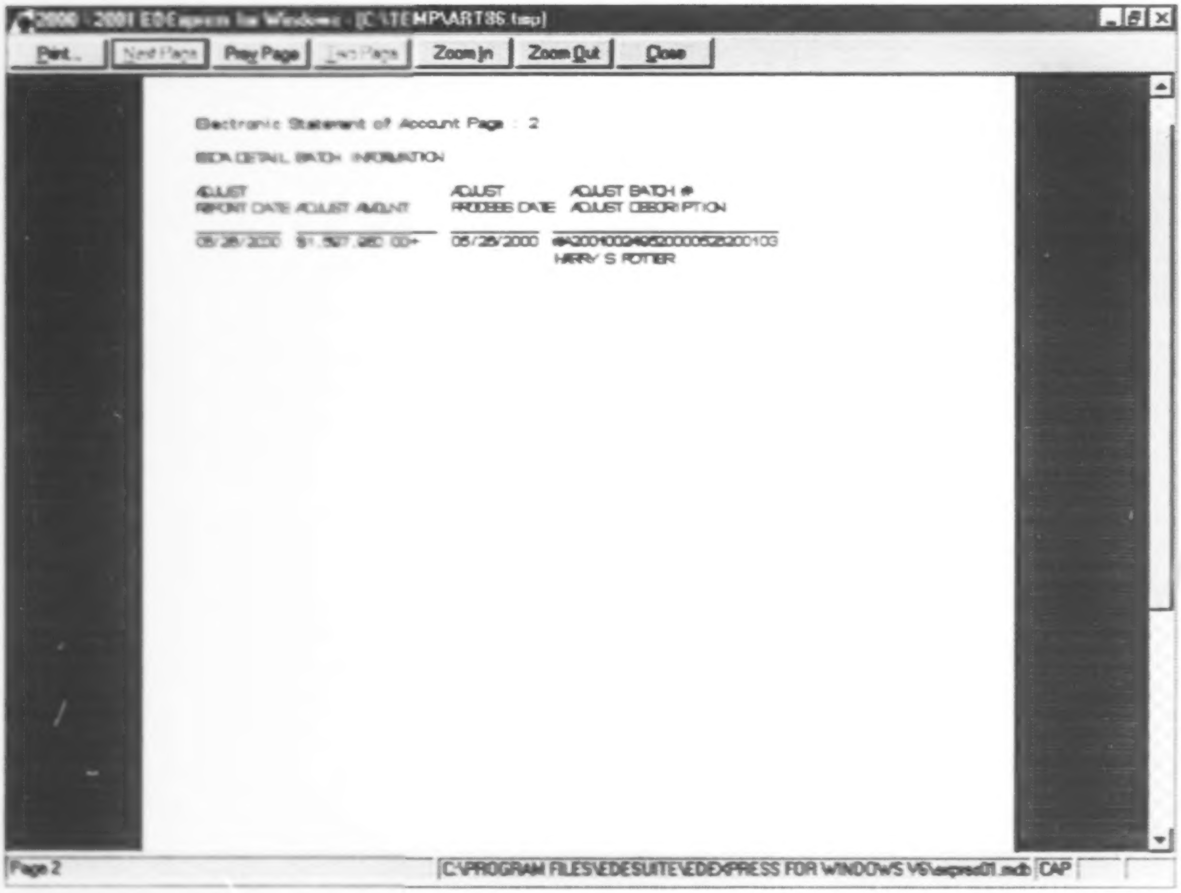

2000 - 2001 EDExpress for Windows - [C:\TEMP\ART86.tmp]
Print...
Next Page
Prev Page
Last Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb
CAP

```
Report Date  08/30/2000    U.S DEPARTMENT OF EDUCATION
Report Time     15:00:23 OFFICE OF STUDENT FINANCIAL ASSISTANCE PROGRAMS

                         2000-2001 AWARD YEAR
                       FEDERAL PELL GRANT PROGRAM
                   ELECTRONIC STATEMENT OF ACCOUNT

PELL INSTITUTION NUMBER                                          011111
INSTITUTION NAME                                         SFA UNIVERSITY
STATE                                                                VA
GRANTEE DUNS NUMBER                                           133100271
GAPS AWARD NUMBER                                      P063P   20003783

     Accounting Schedule                                          00001
     Accounting Schedule Date                                08/28/2000

     A   Previous Pell Grant Obligation                           $0.00
         Current Pell Grant Obligation                    $1,597,980.00
         Adjustment (Increase + or Decrease -)            $1,597,980.00+

     B   Previous Pell Grant Payment                              $0.00
         Current Pell Grant Payment                               $0.00
         Adjustment (Increase + or Decrease -)                    $0.00

     GAPS Drawdowns/Payments                                      $0.00
     Date of Last Activity in GAPS                           08/28/2000

     YTD Total Unduplicated Recipients                                0
     YTD Pell Accepted Disbursement Amount                        $0.00
     YTD GAPS Posted Disbursement Amount                          $0.00
     YTD Administrative Cost Allowance                            $0.00

     As of Batch ID                                         [illegible]

SECTION A VALUES APPLICABLE ONLY FOR ADVANCED FUNDED ACCOUNTS
SECTION B VALUES APPLICABLE ONLY FOR JUST IN TIME AND REIMBURSEMENT ACCOUNTS
```

Each detail record that caused an adjustment is listed.

Click ***Close*** *when you are finished viewing the report.*

Click ***Print*** *for a hard copy of the report.*


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART86.tmp]
Print...
Next Page
Prev Page
Two Page
Zoom In
Zoom Out
Close
Page 2
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
CAP

```
Electronic Statement of Account Page : 2

ESOA DETAIL BATCH INFORMATION

ADJUST                                  ADJUST        ADJUST BATCH #
REPORT DATE ADJUST AMOUNT               PROCESS DATE  ADJUST DESCRIPTION
______________________________________  ____________  __________________________
05/26/2000  $1,597,260.00+              05/26/2000    #A200100249520000526200103
                                                      HARRY S POTTER
```

Importing the Automatic Multiple Reporting Record

[Slide 5-13]

*Select **File/Import** from the main menu.*

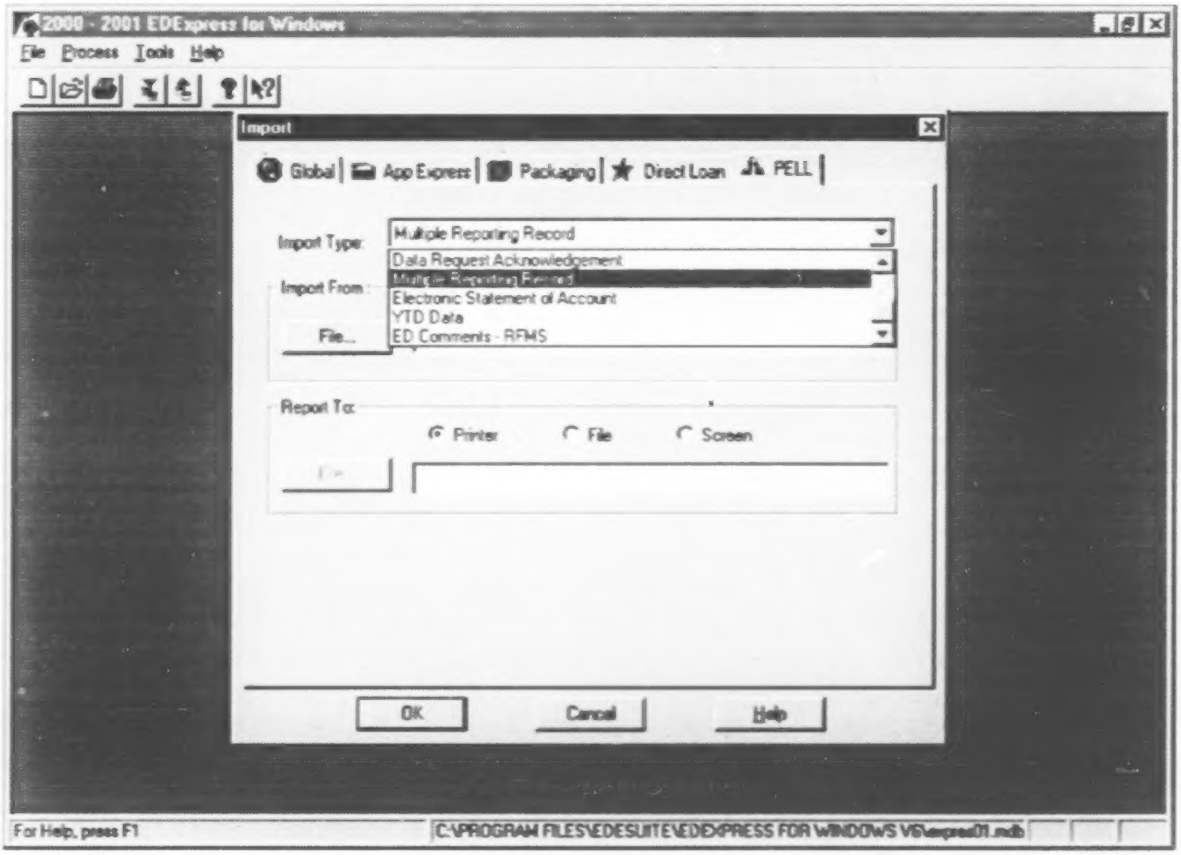
Click the Pell tab if it is not already selected.

*Select **Multiple Reporting Record** as the Import Type.*

In this demonstration, we will import an MRR file received as message class PGMR01OP. There are two reasons why you receive a Multiple Reporting Record (MRR) generated by RFMS:

- **Potential Concurrent Enrollment**—when the same student is reported as attending different campuses but the enrollment dates are within 30 days of each other.
- **Potential Overaward Payment**—when some or all of the disbursement reported cannot be accepted because the student has received 100% of the scheduled Pell Grant at other institutions. Both "Blocked" and "Blocker" institutions receive an MRR with status information.

Note: For all MRR imports, you receive an edit report. For POP blocked, if the MRR contains information on potential overawards, EDExpress will create a transfer data record for the affected student, or update the existing transfer record.



Import Type: Multiple Reporting Record

Report To: ● Printer ○ File ○ Screen

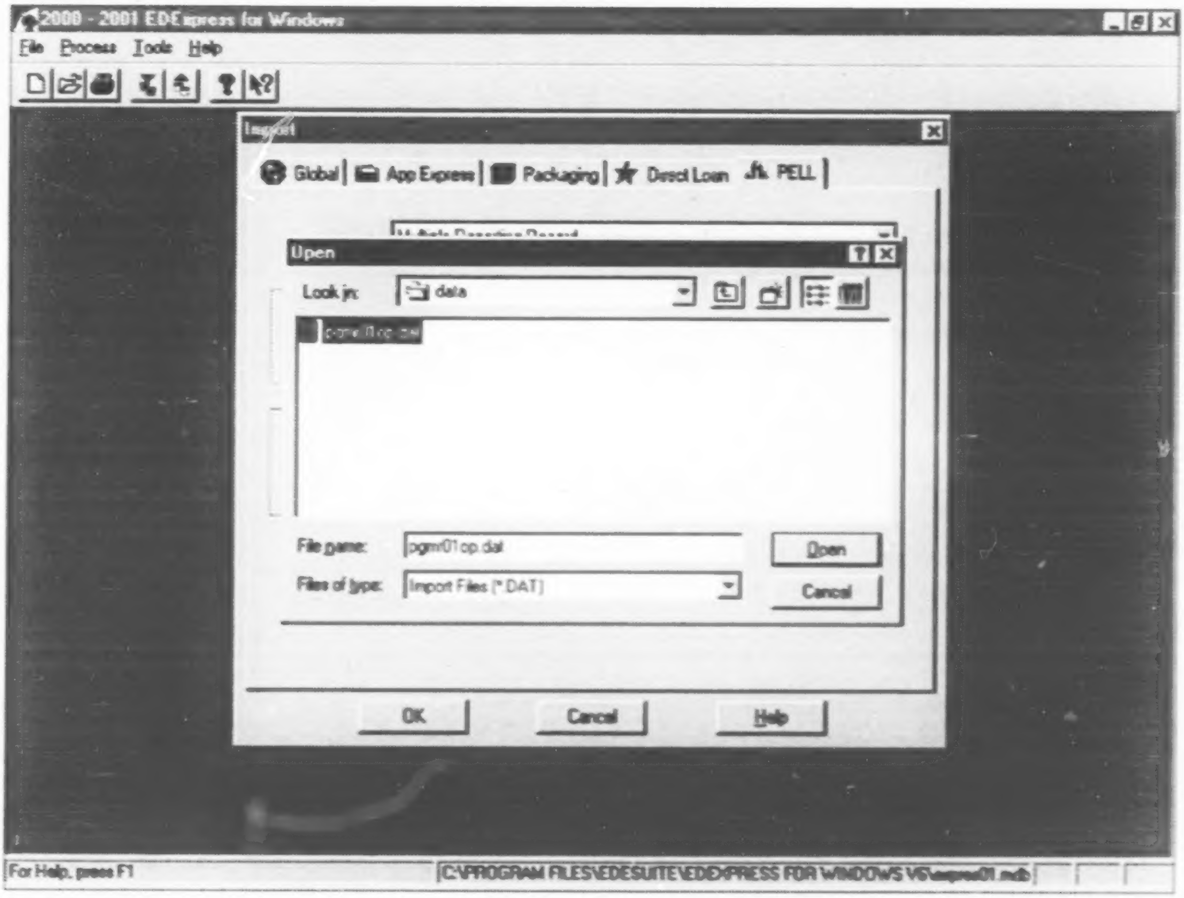
2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
PELL
Import From:
File...
Data Request Acknowledgement
Multiple Reporting Record
Electronic Statement of Account
YTD Data
ED Comments - RFMS
File...
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Click the File button in the Import From section to locate the file.

*Select the file **PGMR01OP.DAT** and click **Open**.*

*Click **Screen** to send the output to the screen.*

*Click **OK** to continue.*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
PELL
Open
Look in:
data
pgmr01op.dat
Open
Cancel
OK
Cancel
Help
For Help, press F1

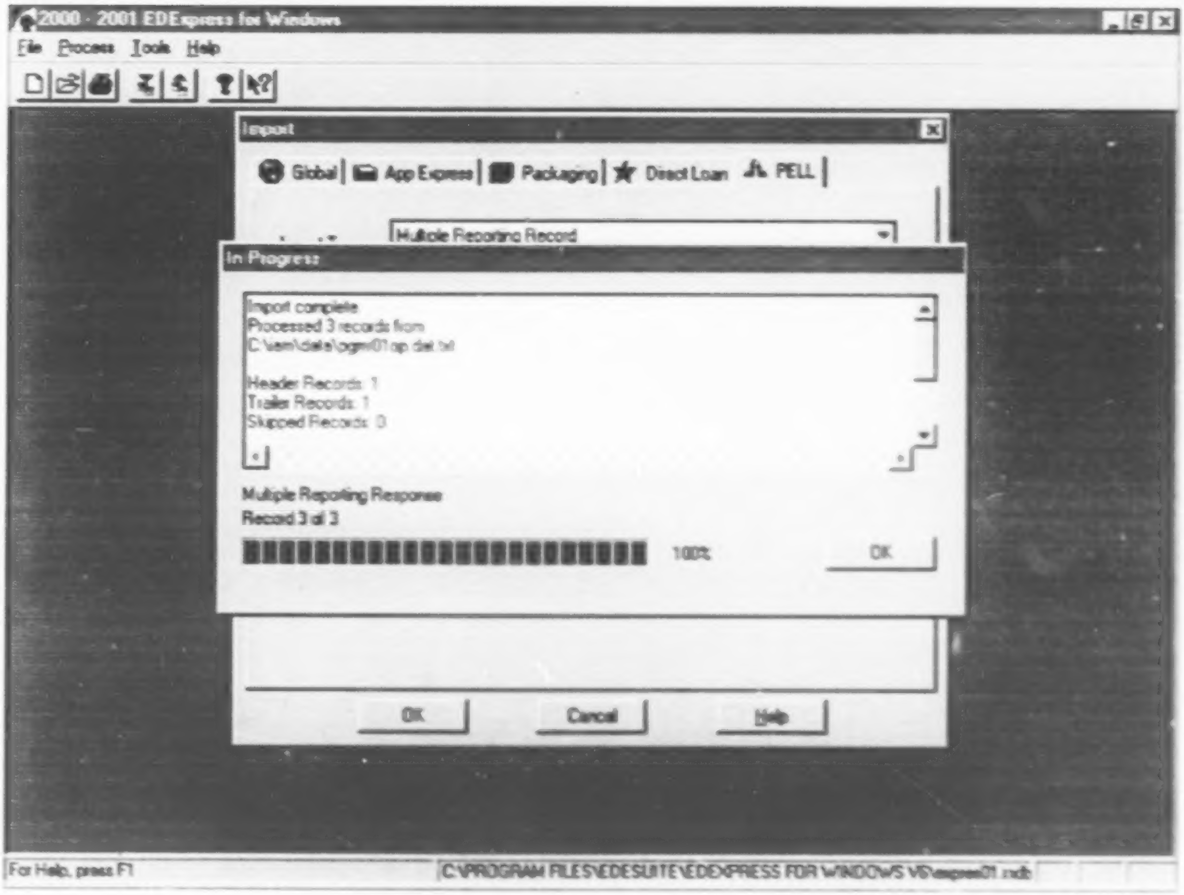
File name: pgmr01op.dat

Files of type: Import Files (*.DAT)

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Click ***OK*** *to continue.*

The Batch Statistics box indicates that three records were imported: a header record, a trailer record, and the MRR.


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
PELL
Multiple Reporting Record
In Progress
100%
OK
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

```
Import complete
Processed 3 records from
C:\sam\data\pgrr01op.dat.txt

Header Records: 1
Trailer Records: 1
Skipped Records: 0
```

Multiple Reporting Response
Record 3 of 3

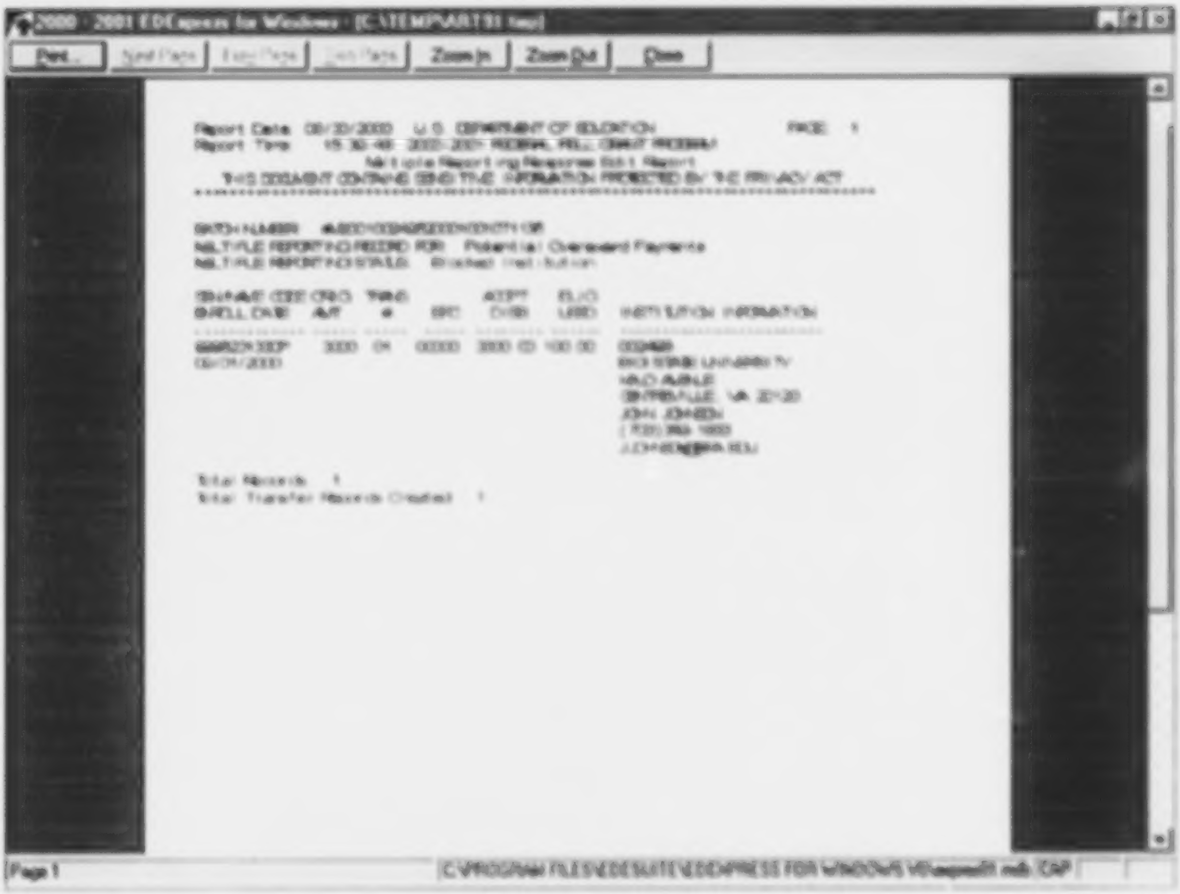
The Import Edit Report is displayed. It includes the Student's ID, disbursed amounts, and the school to contact to resolve the problem.

Notice that the student's name is not on the MRR record. RFMS doesn't store the student's name. It only keeps track of the student's original SSN and name code.

In this example, since this student has received a Federal Pell Grant at another school, a transfer record was automatically created and stored on the EDExpress database.

Transfer records are only used internally by the school. They keep track of other schools that have submitted records for the student.

*Click **Close** when you are finished viewing the report.*



Automatic Transfer Records

[Slide 5-14]

Click the open file icon

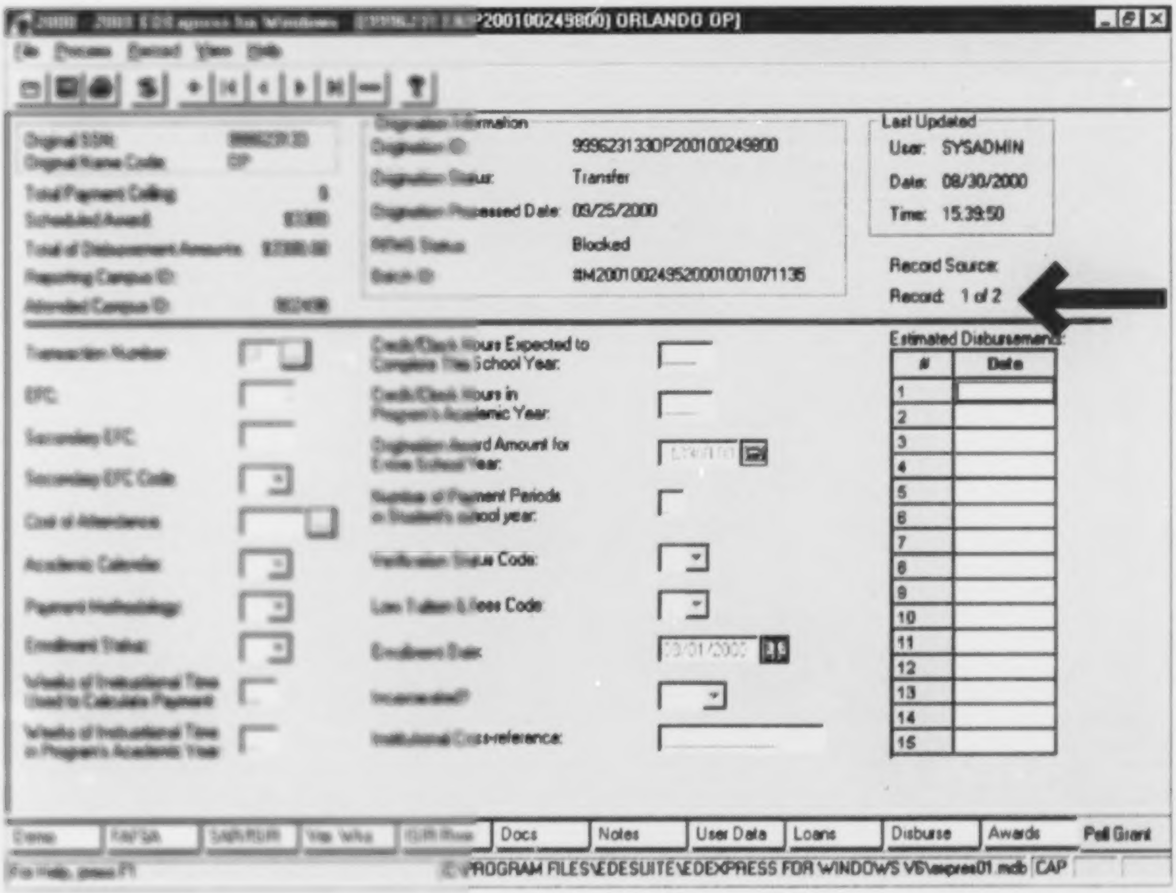
Enter **999623133** *as the SSN*

Click **OK**

Click the Pell Grant tab

Transfer records are created automatically when importing Multiple Reporting Records. Transfer records are important because they can help to identify potential overawards for students who transfer between schools.

The MRR edit report we just imported indicates that there was an automatic transfer record created. The student currently has two records. In this example, the transfer record that was created automatically is the record displayed.



P200100249800) ORLANDO OP]
File Process Record View Help
Original SSN:
Original Name Code:
Total Payment Ceiling:
Scheduled Award:
Total of Disbursement Amounts:
Reporting Campus ID:
Attended Campus ID:
Origination Information
Last Updated
Transaction Number
EFC
Secondary EFC
Secondary EFC Code
Cost of Attendance
Academic Calendar
Payment Methodology
Enrollment Status
Weeks of Instructional Time Used to Calculate Payment
Weeks of Instructional Time in Program's Academic Year
Credit/Clock Hours Expected to Complete This School Year:
Credit/Clock Hours in Program's Academic Year:
Origination Award Amount for Entire School Year:
Number of Payment Periods in Student's school year:
Verification Status Code:
Low Tuition & Fees Code:
Enrollment Date:
Incarcerated?
Institutional Cross-reference:
Estimated Disbursements:
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
CAP

Origination ID: 999623133OP200100249800
Origination Status: Transfer
Origination Processed Date: 09/25/2000
RFMS Status: Blocked
Batch ID: #M200100249520001001071135

User: SYSADMIN
Date: 08/30/2000
Time: 15:39:50

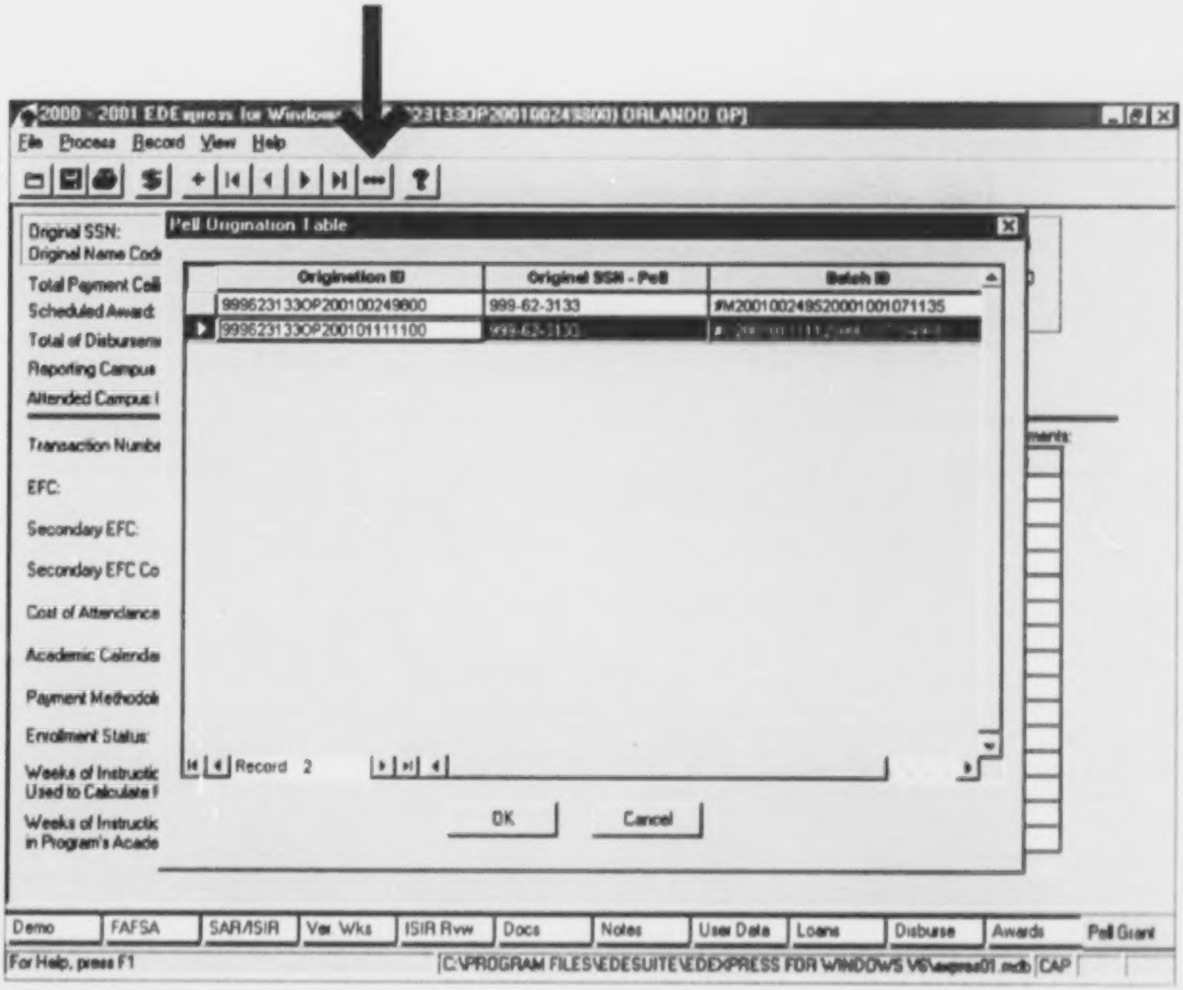
Record Source:
Record: 1 of 2

Enrollment Date: 09/01/2000

#	Date
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

To view all of the student's records, click the ellipsis button found on the tool bar at the top of the screen.

*Click **OK**.*

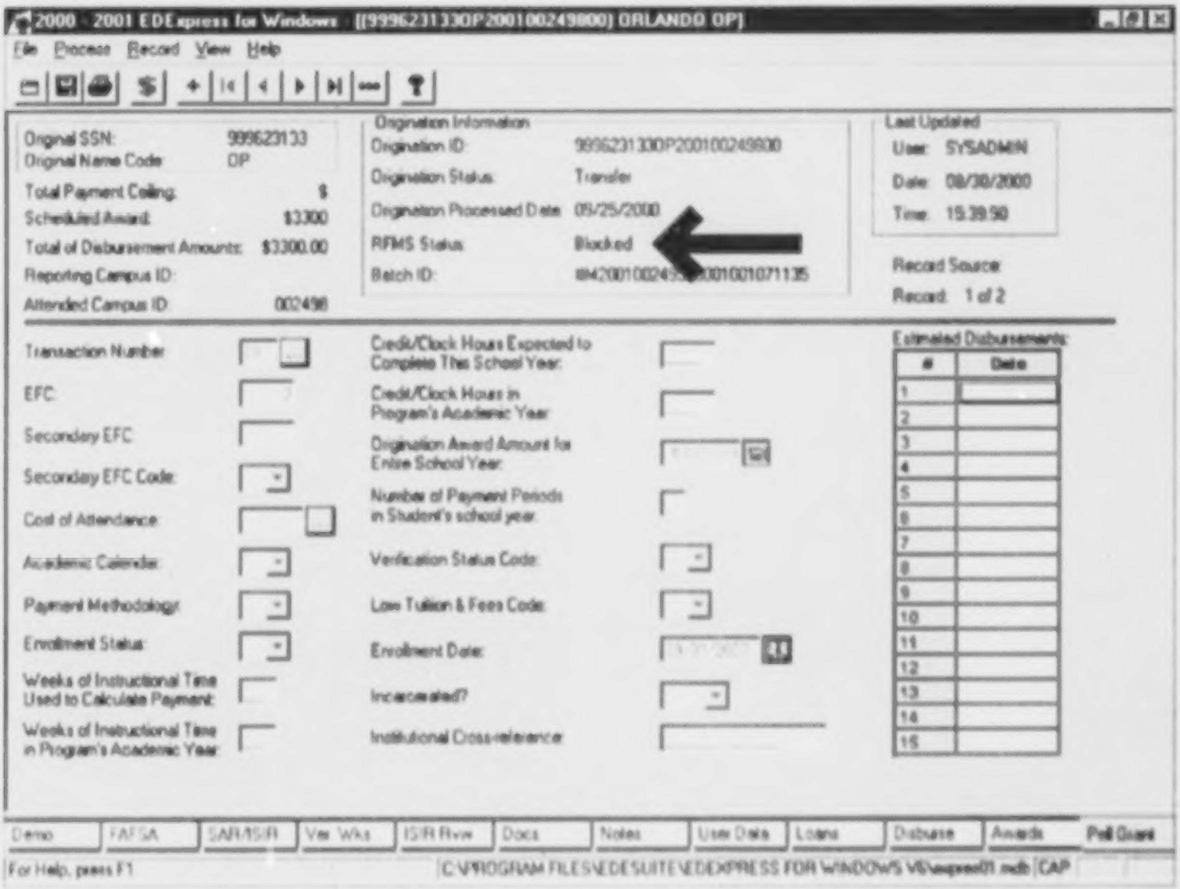

2000 - 2001 EDExpress for Windows ... 23133OP200100249800) ORLANDO OP]
File
Process
Record
View
Help
Pell Origination Table
Original SSN:
Original Name Code
Total Payment Cal
Scheduled Award:
Total of Disbursem
Reporting Campus
Attended Campus I
Transaction Numbe
EFC:
Secondary EFC:
Secondary EFC Co
Cost of Attendance
Academic Calenda
Payment Methodolo
Enrollment Status:
Weeks of Instructio Used to Calculate I
Weeks of Instructio in Program's Acade
OK
Cancel
Demo
FAFSA
SAR/ISIR
Ver. Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant
For Help, press F1
CAP

Origination ID	Original SSN - Pell	Batch ID
999623133OP200100249800	999-62-3133	#M200100249520001001071135
999623133OP200101111100	999-62-3133	[illegible]

Record 2

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

This RFMS status field on this record indicates that the student is "blocked" and payment cannot be made until the situation is researched with the other institution


2000 - 2001 EDExpress for Windows - [(999623133OP200100249800) ORLANDO OP]
File
Process
Record
View
Help
Transaction Number
EFC
Secondary EFC
Secondary EFC Code
Cost of Attendance
Academic Calendar
Payment Methodology
Enrollment Status
Weeks of Instructional Time Used to Calculate Payment
Weeks of Instructional Time in Program's Academic Year
Credit/Clock Hours Expected to Complete This School Year
Credit/Clock Hours in Program's Academic Year
Origination Award Amount for Entire School Year
Number of Payment Periods in Student's school year
Verification Status Code
Low Tuition & Fees Code
Enrollment Date
Incarcerated?
Institutional Cross-reference
Estimated Disbursements
#
Date
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
Pell Grant
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
CAP

Original SSN: 999623133
Original Name Code: OP
Total Payment Ceiling: $
Scheduled Award: $3300
Total of Disbursement Amounts: $3300.00
Reporting Campus ID:
Attended Campus ID: 002498

Origination Information
Origination ID: 999623133OP200100249800
Origination Status: Transfer
Origination Processed Date: 09/25/2000
RFMS Status: Blocked
Batch ID: #4200100245[illegible]2001001071135

Last Updated
User: SYSADMIN
Date: 08/30/2000
Time: 15:39:50

Record Source:
Record: 1 of 2

Transfer Student List Report

NEW!

The Transfer Student List Report contains students who have transferred to your institution from other schools. You can use this report to monitor possible overaward situations. The report is sorted by the Reporting Campus, and all students with an MRR transfer record are listed.

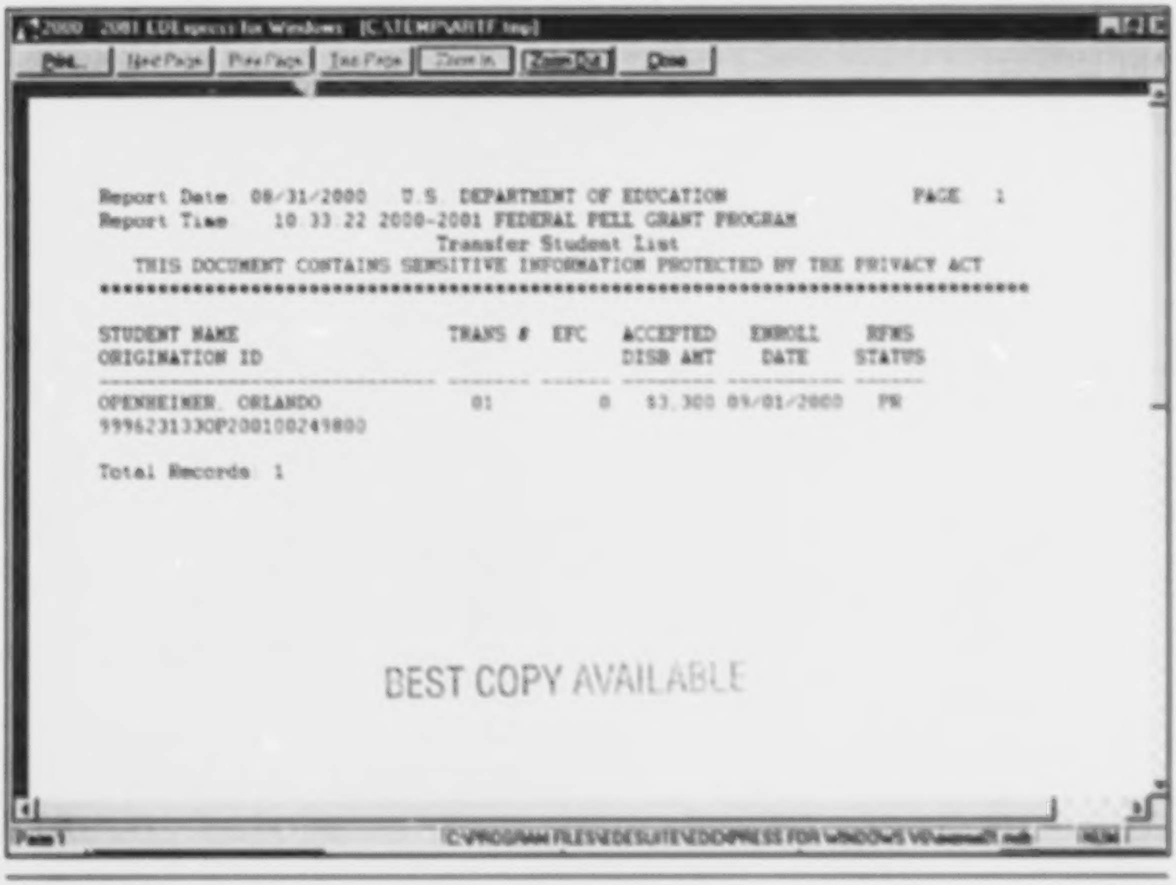
Select ***File/Print*** *from the main menu.*

Click on the Pell tab.

In the Report field select ***Transfer Student List*** *from the drop-down menu.*

Click ***Screen*** *to send the output to the screen.*

Click ***OK***.


2000-2001 EDExpress for Windows [C:\TEMP\ARTF.tmp]
Print...
Next Page
Prev Page
Top Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V0\eexmat01.mdb
NUM

```
Report Date  08/31/2000    U.S. DEPARTMENT OF EDUCATION              PAGE   1
Report Time     10:33:22 2000-2001 FEDERAL PELL GRANT PROGRAM
                                 Transfer Student List
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*********************************************************************************

STUDENT NAME                       TRANS #  EFC   ACCEPTED   ENROLL    RFMS
ORIGINATION ID                                    DISB AMT    DATE     STATUS
---------------------------------- -------- ------ --------- ---------- -------
OPENHEIMER, ORLANDO                   01         0  $3,300 09/01/2000   PR
9996231330P20010024980 0

Total Records: 1
```

BEST COPY AVAILABLE

Unit 5 Exercise [Slide 5-15]

True or False

_____ The ESOA summarizes your institution's Pell disbursement authorization in comparison to the amount your institution has spent to date.

_____ Schools can use the Export function of EDExpress to create a data request file.

_____ RFMS stores the student's name and prints it on the MRR record.

_____ Transfer records are created manually and stored on the EDExpress database.

_____ A "blocked" institution can pay a student the full amount reported on the disbursement record.

Instructions

Answer the following questions:

1. List the two steps involved in reviewing the ESOA Report:

2. RFMS uses the MRR to automatically notify institutions reporting for the same student in what two situations?

3. Can a request for MRR data be made manually?

Unit 5 Exercise, continued

4. The ESOA includes both ________________ and ___________________ data.

5. What is the message class for Multiple Reporting Records?

6. What are the three types of requests available in a Data Request that the school initiates?

Unit 6

Apply What You Learned

In this unit you will apply some of the concepts you have learned today.

[Slide 6-1]

Scenario

When you arrive at work you find an email from your boss asking you to:

- Import ISIRs just received from the network (you had been expecting to do this anyway since this is part of your daily routine)
- Expedite the processing of a new student - Brendan Barley - who has just recently submitted his FAFSA.
- Meet with her at the end of the day to answer several questions.

Instructions

Complete the activities listed below, and then answer your boss' questions.

1. Import ISIRs received from the CPS (use SARA01OP.001).
2. Import all ISIRs in App Express into the Pell module that have a Pell eligible EFC (from 0 through 3100).
3. Create an origination record for Brendan Barley. Change his enrollment start date to 1/12/2001 and provide an award for the full year of $2,250.
4. Create an export file for the origination records.
5. Import his acknowledgement record (use PGOAO1OP.001).
6. Make an MRR request for Brendan Barley's disbursement records only.
7. Import the MRR (PGMR01OP.001).
8. Run reports to answer your boss' questions.

Your Boss' Questions

How many ISIR records did you import into App Express?

How many records did you import into the Pell module?

Was Brendan Barley selected for verification?

Have any other schools reported making payments to Brendan? If so, which one(s)?

Can you go ahead and disburse $1,125 to Brendan for the spring term?

How many students on your organization database have a C code on their ISIR?

What is the total amount of disbursements that RFMS has accepted so far?

Appendix A

Layouts

PELL GRANT RECORD LAYOUTS

NEW PELL MESSAGE CLASSES

Message Class	Data Type	EDI Mapping Transaction Set	Page Number
<all>	TIVWAN Transmission Header Record	Do Not Map	2
<all>	TIVWAN Transmission Batch Header Record	Do Not Map	3
<all>	TIVWAN Transmission Batch Trailer Record	Do Not Map	4
<all>	TIVWAN Transmission Trailer Record	Do Not Map	5
<all>	Grant Header Record	X12 EDI Header	6
<all>	Grant Trailer Record	X12 EDI Header	8
PGOR01IN	Origination Records	X12.135 - Student Aid Origination	9
PGOA01OP	Origination Acknowledgment Records	X12.135 - Student Aid Origination + 12.139 Result	15
PGDR01IN	Disbursement Records	X12.810 - Invoice	21
PGDA01OP	Disbursement Acknowledgment Records	X12.820	22
PGSP01IN	Special Disbursement Record	Do Not Map	24
PGSD01OP	Special Disbursement Acknowledgment Record	Do Not Map	29
PGAS01OP	Statement of Account Records	Do Not Map	33
PGID01IN	Institution Data Record	Do Not Map	37
PGIA01OP	Institution Data Acknowledgment	Do Not Map	40
PGRQ01IN	Data Request Record	Do Not Map	41
PGRA01OP	Data Request Acknowledgment	Do Not Map	42
PGMR01OP	Multiple Reporting Record	Do Not Map	44
PGYR01OP	Year to Date Records	Do Not Map	47
PGTX01OP	ED Comments in ASCII Text Format	Do Not Map	N/A
N/A	External Origination Add Record	X12.135 – Student Aid Origination	58
N/A	External Disbursement Add Record	Do Not Map	

For Award Amount Maximum values please refer to the 2000 – 2001 Payment Schedule and Low Tuition and Fees Schedule.

PELL GRANT RECORD LAYOUTS

TIVWAN Transmission Header Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
1	5	5	A/N	Yes	TIVWAN Transmission Header ID	Literal value for header ID	Constant "O*N01"	Missing Transmission Header - Reject Transmission
6	53	48	A/N	Yes	Filler	Reserved for future use	Spaces	
54	55	2	A/N	Yes	Header Indicator	WAN Transmission Header Indicator	Constant "T1"	
		XX	A/N	Yes	Filler	Filler will be added to make the transmission records to match the Message Class record length.	Spaces	
		100			Total Record Length			

TIVWAN Transmission Batch Header Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
1	5	5	A/N	Yes	TIVWAN Batch Header Identification Number		Constant: "O*N05"		Missing Transmission Header -Reject Transmission
6	12	7	A/N	Yes	Header Destination Number	TIV WAN Destination Mailbox ID	'TGXXXXX' where 'XXXXX' is a five-digit number assigned to Destination		
13	19	7	A/N	Yes	Filler	Reserved for future use	Spaces		
20	24	5	A/N	Yes	Header Class Label	Text used to identify that the next field is a Message Class	Constant: ",CLS="		
25	32	8	A/N	Yes	Header Message Class	Valid Message Class	Format: XXXXYY[IN/OP] where: XXXX - Literal for rec type YY - last year in cycle: '00' IN -for records IN to RFMS OP-for records OUT of RFMS		
33	36	4	A/N	Yes	Header XXX Label		Constant: ",XXX"		
37	41	5	A/N	Yes	Header Batch label	Text Used to identify the next field is a Batch Number	Constant: ",BAT="		
42	58	17	A/N	Yes	Header Batch Number	17 digit character batch number. If not used set to all zeros	Batch Number: "0000000000000000000"		
59	64	6	A/N	Yes	Header NCNT Label		Constant: ",NCT= "		
65	70	6	N	Yes	Header NCNT	Number of records included in this batch	"000000"		
		XX	A/N	Yes	Filler	Filler will be added to make the transmission records to match the Message Class record length.	Spaces		
		100			Total Record Length				

PELL GRANT RECORD LAYOUTS

TIVWAN Transmission Batch Trailer Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
1	5	5	A/N	Yes	TIVWAN Batch Trailer Identification Number	Record Identifier	Constant: "O*N95"	Missing Transmission Trailer- Reject transmission No detail records - Reject transmission
6	12	7	A/N	Yes	Trailer Destination Number	TIV WAN Destination Mailbox ID	"TGXXXXX" where "XXXXX" is a five-digit number assigned to Destination	
13	19	7	A/N	Yes	Filler	Reserved for future use	Spaces	
20	24	5	A/N	Yes	Trailer Class Label	Text used to identify that the next field is a Message Class	Constant: ",CLS="	
25	32	8	A/N	Yes	Trailer Message Class	Valid Message Class	Format: XXXXYY[IN/OP] where: XXXX - Literal for rec type YY - last year in cycle: '00' IN -for records IN to RFMS OP-for records OUT of RFMS	
33	36	4	A/N	Yes	Trailer XXX Label		Constant: ",XXX"	
37	41	5	A/N	Yes	Trailer Batch label	Text Used to identify the next field is a Batch Number	Constant: ",BAT="	
42	58	17	A/N	Yes	Trailer Batch Number	17 digit character batch number. If not used set to all zeros	Batch Number: "00000000000000000"	
59	64	6	A/N	Yes	Trailer NCNT Label		Constant: ",NCT= "	
65	70	6	N	Yes	Trailer NCNT	Number of records included in this batch	"000000"	
		XX	A/N	Yes	Filler	Filler will be added to make the transmission records to match the Message Class record length.	Spaces	
		100			Total Record Length			

PELL GRANT RECORD LAYOUTS

TIVWAN Transmission Trailer Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
1	5	5	A/N	Yes	TIVWAN Transmission Trailer ID	Literal value for Trailer ID	Constant: "O*N99"		Missing Transmission Trailer- Reject transmission No detail records - Reject transmission
6	53	48	A/N	Yes	Filler	Reserved for future use	Spaces		
54	55	2	A/N	Yes	Header Indicator	WAN Transmission Trailer Indicator	Constant: "73"		
		XX	A/N	Yes	Filler	Filler will be added to make the transmission records to match the Message Class record length.	Spaces		
		100			Total Record Length				

PELL GRANT RECORD LAYOUTS

Grant Batch Header Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
1	10	10	A	Yes	Header Identifier	Identify Header record in file. Left Justified	Constant: 'GRANT HDR'		Missing Batch Header - Reject Batch	
11	14	4	N	Yes	Data Record Length	Length of data records included in this batch	Must be numeric: 0001-9999		If not equal to length for Message Class, then Reject Batch.	
15	40	26	A	Yes	Batch Number	Number generated by the institution to uniquely identify a specific batch of records.	Format: XXCCYY999999CCYYMMDDHHMMSS where: XX - batch type code (alpha) CCYY - last year in cycle: '2001' 999999 -Reporting PELL ID CCYYMMDD-date batch created HHMMSS - time batch created		Valid Batch Type codes: #A - Statement of Account #D - Disbursements #E - Batch Errors #G - System Generated #I - Institution Data #M - Multiple Reporting #O - Originations #P - ED PDT Letters #R - Data Request #S - Special Disbursements #T - ASCII Text #Y - Year-to-Date If duplicate Batch No, then Reject Batch. If batch type does not agree with Message Class type, then reject batch. If #O, #R, or #I batch and received before system startup, then reject batch. If #D or #S and received more than N days prior to Award Year Start, then reject batch. If #D and required to send SP Disb., then reject batch. If Batch Award Year does not agree with Message Class award year, then reject. If Reporting Pell ID is ineligible, then send warning message. If Reporting Pell ID is a branch campus or has Central Funding, then reject batch. If date batch created is > system date, then reject batch.	
41	51	11	A/N	No	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format: 999999999BB where 999999999 is a unique number and BB are BLANKs.		If not blank and not equal to DUNS associated with Pell ID, then reject batch.	
52	62	11	A/N	No	Financial Aid Services DUNS or Pell Assigned Number	Valid DUNS Number or Pell Grant Program assigned identifier otherwise, leave BLANK.	Valid DUNS number, Format: 999999999BB where 999999999 is a unique number and BB are BLANKs, OR Pell Grant Program Assigned two digit number right justified, zero filled OR BLANK		Need decision of DUNS or Pell Grant Program assigned.	

PELL GRANT RECORD LAYOUTS

Grant Batch Header Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
63	63	1	A	No	Output Media Type	MAGNETIC TAPE USE ONLY. Code for type of tape to use when sending output data.	Blank = Send output on same media as input records were received		EDExpress ignores	
64	68	5	A/N	Yes	ED Use	ED Use Only - do not use	Spaces.		*ED Express PC software version number.*	
69	76	8	N	Output	RFMS Process Date	Date RFMS processed the corresponding batch	Format: CCYYMMDD		Completed by RFMS as a result of processing the batch.	
77	100	24	N	Output	Batch Reject Reasons	List of up to eight 3 digit batch reject reason codes which occurred during initial editing of the batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled.	Reject Reasons format: 000 - 999 Position 77-79: 1st reject reason code Position 80-82: 2nd reject reason code Position 83-85: 3rd reject reason code Position 86-88: 4th reject reason code Position 89-91: 5th reject reason code Position 92-94: 6th reject reason code Position 95-97: 7th reject reason code Position 98-100: 8th reject reason code		Completed by RFMS as a result of Batch editing.	
		XX	A	Unused	Filler	Filler will be added if necessary to make the header record the same length as the detail records which follow.	Spaces.			
		100			Total Record Length					

PELL GRANT RECORD LAYOUTS

Grant Batch Trailer Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits	EDI
1	10	10	A	Yes	Trailer Identifier	Identify Trailer record in file.	Constant: 'GRANT TLR'	Missing Batch Trailer - reject batch. No detail records - reject batch.	
11	14	4	N	Yes	Data Record Length	Length of data records included in this batch	Must be numeric: 0001-9999	If not equal to Data Record Length on Header, then reject Batch.	
15	40	26	A	Yes	Batch Number	Number generated by the institution to uniquely identify a specific batch of records.	Format: XXCCYY999999CCYYMMDDHHMMSS where: XX - batch type code (alpha) CCYY - last year in cycle: '2001' 999999 -Reporting PELL ID CCYYMMDD - date batch created HHMMSS - time batch created	If not equal to Batch Number on Header, then reject Batch.	
41	46	6	N	Yes	Reported Number of Records	Number of data records included in the batch.	Must be numeric: 000000 - 999999	If not equal to count of detail records in batch, then return warning message.	
47	57	11	N	Yes	Reported Total of Batch	Total Origination Award Amount or Disbursement amount reported on Origination, Disbursement, or Special Disbursement batches.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. 00000000000 - 99999999999	If not equal to total of detail records in batch, then return warning message.	
58	58	1	A	Yes	Reported Total Sign Indicator	Positive or negative sign for total amount reported.	'P' - Positive 'N' - Negative		
59	64	6	N	Output	Accepted and Corrected Number of Records	RFMS USE ONLY - Number of data records accepted and corrected by RFMS.	000000 - 999999		
65	75	11	N	Output	Accepted and Corrected Total of Batch	RFMS USE ONLY - Total Award or Disbursement amount accepted and corrected on batch.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. 00000000000 - 99999999999		
76	76	1	A	Output	Accepted and Corrected Total Sign Indicator	RFMS USE ONLY - Positive or negative sign for total amount accepted.	'P' - Positive 'N' - Negative		
77	100	24	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces		
		XX	A	Unused	Filler	Filler will be added if necessary to make the trailer record the same length as the detail records.	Spaces		
		100			Total Record Length				

PELL GRANT RECORD LAYOUTS

Origination Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	Edit
1	23	23	A/N	Yes	Origination ID	Unique number used to identify an origination.	Format: 999999999XX2001000999000 Where: SSN - 001010001 -999999999 Name Code - XX Year Indicator - 2001 Valid Attending PELL ID Orig Sequence Number - 00		Identifier If Origination ID matches on RFMS Database, Then Compare all fields. If all the fields match, then the record is returned as a duplicate otherwise it is a change. If the Origination ID does not match then the Origination is new.	[illegible]
24	32	9	N	Yes	Original SSN	Student's SSN from original FASFA.	001010001 - 999999999		Identifier	1.X N104
33	34	2	A	Yes	Original Name Code	Student's name code from original FASFA.	Uppercase A to Z, .(period), '(apostrophe), - (dash), Blank: no last name		Identifier If SSN & Name Code do not match value in Origination ID, then reject record.	1.X N102
35	40	6	N	Yes	Attending Campus PELL ID	PELL ID of attending campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary.	Valid PELL ID		Identifier Change creates new origination record. If Attending Pell ID does not match value in Origination ID, then reject record If Attending Campus is not equal to Reporting Campus, then If Attending Pell ID is not a branch of the Reporting Pell ID or Central Funded, then reject.	ENT ENT09
41	45	5	A/N	Yes	ED Use	Reserved for future use.	Spaces			Not Mapped
46	58	13	A	No	Institution cross reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined		Data for this field will not be included in the record from EDExpress.	1.X N104
59	59	1	A	No	Action Code	Code to indicate action to be taken.	Will always be BLANK.		No editing	[illegible]
60	60	1	N	No	No. of Payment Periods in Student's school year	Number of terms or payment periods in student's school year. **For schools required to submit special disbursements, reporting must have a valid value.**	1 - 9 or BLANK	●	If not in range **If Academic Calendar = 2, then set to 3 if PM = 1 or 2 otherwise set to 2.** **If Academic Calendar does not equal 2, then set to 2.** ***For schools required to submit special disbursements, reporting must have a valid value.***	Grant Segment
61	67	7	N	Yes	Award amount for entire school year	Amount of award for student's entire school year. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000 to AWARD AMOUNT MAXIMUM		Cannot exceed Total Payment Ceiling - award validation performed. Any change to origination data requires the Award Amount to be validated.	[illegible]

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PELL GRANT RECORD LAYOUTS

Origination Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
68	75	8	N	Yes	Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	CCYYMMDD: Range: N days prior to DISBURSEMENT START DATE (20000701) to DISBURSEMENT END DATE (20060930).		If Date not within range, then set approved value to system date	DB02
76	83	8	N	No	Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		If Date not within range, then set approved value to spaces.	DB02
84	91	8	N	No	Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
92	99	8	N	No	Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
100	107	8	N	No	Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
108	115	8	N	No	Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
116	123	8	N	No	Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
124	131	8	N	No	Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
132	139	8	N	No	Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
140	147	8	N	No	Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
148	155	8	N	No	Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
156	163	8	N	No	Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
164	171	8	N	No	Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
172	179	8	N	No	Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02
180	187	8	N	No	Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK		See Estimated Disbursement Date #2	DB02

PELL GRANT RECORD LAYOUTS

Origination Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
188	195	8	D	Yes	Enrollment Date	First date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2000-2001 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD Range: 20000101 - 20010630	•	If blank or invalid, then set approved value to previous value or date reported Batch Number in Grant Header record.	ENT:ENR18
196	196	1	A	No	Low Tuition & Fees code	Flag to identify tuition ranges when the annual tuition is less than or equal to maximum defined by low tuition and fees table.	Value Tuition Range As per table or BLANK: low tuition does not apply	•	If invalid, then set approved value to previous value or BLANK.	Grant Segment
197	197	1	A	Yes	Verification Status code	Status of verification of applicant data by the school	A: Accurate, C: Calculated, N: Not Selected, R: Reprocessed, S: Selected, not verified, T: Tolerance, W: Without Documentation		Only one disbursement for an amount less than or equal to ½ of the Origination Award amount can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. If blank or invalid, then If selected by CPS, then set approved value to previous value or "W" ELSE set approved value to "N".	Grant Segment
198	198	1	A	No	Incarcerated Federal Pell Recipient code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	BLANK: Not incarcerated Y: Yes, the student is incarcerated in a local institution, but is otherwise eligible. N: No, if student previously reported as incarcerated, but is not or is no longer incarcerated		If invalid, then set approved value to previous value or BLANK.	Grant Segment
199	200	2	N	Yes	Transaction number	Transaction number from eligible SAR used to calculate award	Must be numeric: 01 - 99		If BLANK or NO Match with eligible app data, then reject record. Return last value reported on acknowledgment.	BGN02
201	205	5	N	Yes	Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR.	Range: 00000-EFC MAXIMUM		If BLANK or NO Match with eligible app data, then reject record. Return last value reported on acknowledgment.	ENT:AMT02
206	206	1	N	No	Secondary Expected Family Contribution	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program, student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. Or BLANK if Secondary EFC not used		If invalid, then set approved value to previous value or BLANK. If NO Match with eligible app data, then reject record. Return last value reported on acknowledgment.	Grant Segment

PELL GRANT RECORD LAYOUTS

Origination Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
207	207	1	N	Yes	Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	1 =Credit Hours - non-standard terms; 2 =Credit Hours - standard terms of quarters; 3 = Credit Hours - standard terms of semesters; 4 =Credit Hours - standard terms of trimesters; 5 = Clock hours; 6 = Credit Hours without terms;		The academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation. The following changes in Academic Calendar indicate need to change Payment Methodology. From to To 1 to 2, 3, 4, or 5 2, 3, or 4 to 1 or 5 5 to 2, 3, 4, or 6 6 to 1 or 5 If AC invalid or BLANK, then set accepted value to previous value or If Attending Pell ID default AC populated, then set accepted value to default. ELSE If Reporting Pell ID default AC populated, then set accepted value to default. ELSE If Payment Methodology = 4, then set accepted value to "5". ELSE set accepted value to "3".	ENT:SCT01
208	208	1	N	Yes	Payment methodology	Formula used to calculate the student's Federal Pell Grant Award.	1= Credit hour with standard terms in which Fall through Spring terms equal or exceeding 30 weeks, have been granted waiver (AC: 2,3, or 4) 2 = Credit hour with standard terms in which Fall through Spring terms are less than 30 weeks no waiver granted (AC: 2,3, or 4) 3 = Credit hour with standard or non-standard terms (AC:1,2,3, or 4) 4 = Clock hour or Credit hour without terms (AC: 5, or 6) 5 = Programs of study by correspondence (AC: 1,2,3, or 4 denotes Formula 5B AC:5& 6 denotes Formula 5A)		The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount validation. Academic Calendar and Payment Methodology must be logically consistent. PM AC 1 2, 3, or 4 2 2, 3, or 4 3 1, 2, 3, or 4 4 5 or 6 5 1, 2, 3, 4, 5 or 6 If invalid or BLANK, then set accepted value to previous value or "3".	Grant Segment
209	215	7	N	Yes	Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000 - 9999999.		Used in award amount validation. If invalid or BLANK, then set accepted value to previous value or "9999999".	ENT:AMT02

Origination Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
216	216	1	A	PM 1,2,3,5	Enrollment status	This student's expected enrollment status for the entire award year. The Enrollment Status 5 "Other" is used when the student's enrollment is "mixed" or student attends more than number of terms in a full academic year. Valid Values depend upon Academic Calendar and Payment Methodology fields.	Blank (AC: 5 or 6) 1: Full-time (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5) 2: 3/4 time (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5) 3: ½ time (AC: 1, 2, 3, or 4) 4: Less than ½ time (AC: 1, 2, 3, or 4) 5: Other (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5)		Used in award amount validation. BLANK only if Payment Methodology is either Formula 4 or if Payment Methodology is Formula 5 and Academic Calendar is 6. If PM does not equal 4; or if PM does not equal 5 and AC equal 6 and invalid or BLANK, then set accepted value to previous value or "1". ELSE if invalid, set accepted value to BLANK. If AC: 1, 2, 3, or 4 and Payment Methodology is 5 and Enrollment Status is reported as either Blank or a value other than 3 or 4, we must set the value equal to 3 and we must have a warning comment (W) go to the institution that says: Enrollment Status may never exceed half time when using Payment Methodology 5.	ENT:ENR641
217	218	2	A	Pay Meth 2,3,4,5	Weeks of instructional time used to calculate payment	Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year. Valid Values depend upon Payment Methodology and Academic Calendar fields. Must be completed when Payment Methodologies 2, 3, 4, or 5 are used. PM2: Weeks of instructional time provided by this student's Program of Study fall through spring terms. PM3 & PM5B: Weeks of instructional time provided by this student's Program of Study in all terms required in a regular full academic year. PM4 & PM5A: Weeks of instructional time provided by this student's Program of Study in a full academic year.	Blank (Payment Methodology 1) 00 – 78 (Payment Methodology 2, 3, 4, or 5) IF PM=2 Must be < 30 IF PM=3 Must be valid range IF PM=4 Must be valid range IF PM=5 Must be valid range		Must be BLANK when using Payment Methodology 1. If invalid or out of range, then accepted value equal to previous value or equal to Weeks for Academic Year. If supplied and not needed for payment methodology, ignore. Used in award amount validation. See Payment Methodology for AC information that determines if the PM is 5B or 5A.	Grant Segment

PELL GRANT RECORD LAYOUTS

Origination Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
219	220	2	A	Pay Meth 2,3,4,5	Weeks of inst. time in program's definition of academic year	Total number of weeks of instructional time in the institution's definition of a full academic year for this student's Program of Study.	Blank (PM: 1) 30 – 78 (May never be less than the number provided in positions 217 – 218 Weeks of instructional time used to calculate payment field of Origination record. If > 78 set to 30.	*	Can be blank when using Payment Methodology 1. Can never be less than previous field. If invalid or BLANK, then set accepted value to previous value or If Attending Pell ID default Weeks populated, then set accepted value to default. ELSE If Reporting Pell ID default Weeks populated, then set accepted value to default. If supplied and not needed for payment methodology, ignore. Used in award amount validation.	Grant Segment
221	224	4	A	Pay Meth 4,5	Cr/Clock hrs in all pay. periods expected to comp. this school year	Total number of credit/clock hours institution expects this student to complete and be paid for during the current Federal Pell Grant award year. Valid values depend upon Payment Methodology and Academic Calendar.	Blank (Unless Payment Methodology 5 and AC 6, or Payment Methodology 4) or Ranges: 0000-3120 AC = Clock Hour (5) 0000-0100 AC = Credit Hours without terms(6)		Can be blank when using Payment Methodologies 1,2, 3, & 5. If invalid or out of range, then accepted value equal to previous value or equal to Cr/Clock Hrs for Academic Year. If supplied and not needed for payment methodology, ignore. Used in award amount validation. Can never be blank if PM 5 and AC 6.	Grant Segment
225	228	4	A	Pay Meth 4,5	Cr/Clock hrs in program's definition of academic year	Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study.	Blank (Unless Payment Methodology 5 and AC 6, or Payment Methodology 4) or ranges: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6		Can be blank when using Payment Methodologies 1,2, 3, & 5. If invalid or BLANK, then set accepted value to previous value or If Attending Pell ID default Hours populated, then set accepted value to default. ELSE If Reporting Pell ID default Hours populated, then set accepted value to default. ELSE set accepted value to to 900 if Academic Calendar = 5 or set accepted value to 24 if Academice Calendar = 6. If supplied and not needed for payment methodology, ignore. Used in award amount validation Can never be less than previous field.	Grant Segment
229	250	22	A	Unused	Reserved for expansion	Reserved for expansion	Leave blank			Not Mapped
		250			Total Record Length					

NOTE A Change to an Origination record is supplied in this same format. Changes apply to the entire award period * identifies fields in which Valid Values or Processing notes/Edits have been modified or added.

PELL GRANT RECORD LAYOUTS

Origination Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
1	23	23	A/N	Yes	Origination ID	Unique number used to identify an origination	Format: 999999999XX200100099900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2001 Valid Attending PELL- ID Orig Sequence Number - 00		Identifier	SLI08
24	32	9	N	Yes	Original SSN	Student's SSN from original FASFA	001010001 - 999999999		Identifier	LX:N104
33	34	2	A	Yes	Original Name Code	Student's name code from original FASFA	Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name		Identifier	LX:N102
35	40	6	N	Yes	Attending Campus PELL-ID	PELL-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.	Valid PELL-ID		Identifier	ENT:EN109
41	45	5	A/N	Yes	ED Use	Reserved for future use.	Spaces			Not Mapped
46	58	13	A	No	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined			LX:N104
59	59	1	A	No	Action Code	Code to indicate action to be taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected E: Rejected - record was rejected			BGN08
60	60	1	N	No	Accepted No. of Payment Periods in Student's school year	Number of terms or payment periods in student's school year. **For schools required to submit special disbursements, must have a valid value.**	1-9 or BLANK	*	**For schools required to submit special disbursements, must have a valid value.** #	Grant Segment
61	67	7	N	Yes	Accepted Award amount for entire school year	Amount of award for student's entire school year. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX		#	SLI03
68	75	8	N	Yes	Accepted Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to DISBURSEMENT START DATE (20000701) to DISBURSEMENT END DATE(20060930).		#	DB02
76	83	8	N	No	Accepted Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record]or BLANK		#	DB02

PELL GRANT RECORD LAYOUTS

Origination Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes Edits	EDI
84	91	8	N	No	Accepted Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	CCYYMMDD: Range [see field position 68 in this record]or BLANK			DB02
92	99	8	N	No	Accepted Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	CCYYMMDD: Range [see field position 68 in this record] or BLANK			DB02
100	107	8	N	No	Accepted Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	CCYYMMDD: Range [see field position 68 in this record] or BLANK			DB02
108	115	8	N	No	Accepted Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
116	123	8	N	No	Accepted Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
124	131	8	N	No	Accepted Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
132	139	8	N	No	Accepted Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
140	147	8	N	No	Accepted Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
148	155	8	N	No	Accepted Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
156	163	8	N	No	Accepted Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
164	171	8	N	No	Accepted Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
172	179	8	N	No	Accepted Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
180	187	8	N	No	Accepted Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
188	195	8	D	Yes	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2000-2001 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD: Range: 20000101 - 20010630			ENT ENR18

Origination Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
196	196	1	A	No	Accepted Low Tuition & fees flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Value Tuition Range As per table or BLANK: low tuition does not apply	•	#	Grant Segment
197	197	1	A	Yes	Accepted Verification status flag	Status of verification of applicant data by the school.	A: Accurate; C: Calculated; N: Not Selected; R: Reprocessed; S: Selected, not verified; T: Tolerance; W: Without Documentation	*	Only one disbursement for an amount less than or equal to ½ of the Origination Award amount can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. If blank or invalid, then If selected by CPS, then set approved value to previous value or "W" ELSE set approved value to "N". #	Grant Segment
198	198	1	A	No	Accepted Incarcerated Federal Pell Recipient code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	BLANK: Not incarcerated Y: Yes, the student is incarcerated in a local institution, but is otherwise eligible. N: No, if student previously reported as incarcerated, but is not or is no longer. incarcerated		#	Grant Segment
199	200	2	N	Yes	Accepted Transaction number	Transaction number from eligible SAR used to calculate award	Must be numeric: 01 - 99		#	BGN02
201	205	5	N	Yes	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR May be the primary or secondary EFC value.	Range: 00000-EFC MAXIMUM.		#	ENT:AMT02
206	206	1	A	No	Accepted Secondary Expected Family Contribution	Code indicating which EFC value is used to determine award amount	O= Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. OR BLANK if Secondary EFC not used.		#	Grant Segment

Origination Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
207	207	1	N	Yes	Accepted Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	1 = Credit Hours - non standard terms; 2 = Credit Hours - standard terms of quarters; 3 = Credit Hours - standard terms of semesters; 4 = Credit Hours - standard terms of trimesters; 5 = Clock hours; 6 = Credit Hours without terms;		#	ENT:SCT01
208	208	1	N	Yes	Accepted Payment methodology	Formula used to calculate the student's Federal Pell Grant.	1 = Credit hour with standard terms in which Fall through Spring terms equal or exceeding 30 weeks, or equal or exceed academic year with waiver (AC: 2,3,4) 2 = Credit hour with standard terms in which Fall through Spring terms are less than 30 weeks without waiver (AC: 2,3,4) 3 = Credit hour with standard or non-standard terms (AC:1-4) 4 = Clock hour or Credit hour without terms (AC: 5,6) 5 = Nonresidential portion of programs offered by correspondence without terms (AC: 1-4, 6)		#	Grant Segment
209	215	7	N	Yes	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-9999999		#	ENT:AMT02
216	216	1	A	PM 1,2,3,5	Accepted Enrollment status	The code that applies to the student's expected enrollment status for the AWARD YEAR. Changes to this field will be accepted for the entire award year. Must be valid when Payment Methodologies 1, 2, 3 or 5 are used.	Blank or 1: Full-time; 2: 3/4 time; 3: ½ time; 4: Less than ½ time 5: Other		#	ENT:ENR641

Origination Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
217	218	2	A	Pay Meth 2,3,4,5	Accepted Weeks of instructional time used to calculate payment	The weeks of instructional time in which the student will be enrolled, and paid, as part of the academic year or program as defined for each Payment Methodology: PM 2: Weeks of instructional time in fall through spring terms PM 3: Weeks of instructional time in all terms expected to complete this school year PM 4: Weeks of instructional time for a full-time student to complete hours in prog or hours in the academic yr PM 5A: Same as Payment Meth 4 PM 5B: Same as Payment Meth 3 Must be valid when Payment Methodologies 2, 3, 4 or 5 are used.	Blank or 00 - 78		#	Grant Segment
219	220	2	A	Pay Meth 2,3,4,5	Accepted Weeks of inst. time in program's definition of academic year	The number of weeks of instructional time in the program's academic year. Must be valid when Payment Methodologies 2, 3, 4 or 5 are used.	Blank or 30 - 78		#	Grant Segment
221	224	4	A	Pay Meth 4,5	Accepted Cr/clock hrs in all pay. periods expected to comp. this school year	Number of credit or clock hours you expect the student to complete and to be paid from the 2000-00 award year. Must be valid when Payment Methodologies 4 or 5 are used.	Blank or Ranges: 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6		#	Grant Segment
225	228	4	A	Pay Meth 4,5	Accepted Cr/clock hrs in program's definition of academic year	Number of credit or clock hours in this student's educational program's academic year definition. Must be valid when Payment Methodologies 4 or 5 are used.	Blank or Range: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6		#	Grant Segment
229	250	22	A	Unused	Reserved for expansion	Reserved for expansion				Not Mapped
251	255	5	N	Output	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range: 00000 – AWARD AMOUNT MAXIMUM			AMT02 (Qualifier = AMT01)
256	257	2	N	Output	Previously Accepted Transaction Number	Transaction number that was previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations.	01 - 99 or BLANK if Origination not rejected.			
258	262	5	N	Output	Previously Accepted EFC	EFC that was previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations	Range: 00000-EFC MAXIMUM. or BLANK if Origination not rejected.			

PELL GRANT RECORD LAYOUTS

Origination Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
263	263	1	N	Output	Previously Accepted Secondary EFC Code	Secondary EFC Code that was previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations.	O= Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. OR BLANK if Secondary EFC not used or if Origination not rejected.			
264	270	7	N	Output	Previously Accepted Cost of Attendance	COA previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-9999999.			
271	345	75	N	Output	Origination warning/reject reasons	List of up to twenty five 3 digit reject/warning codes which occurred during processing of this origination record. Only edit codes hit will display in the field. Otherwise, this space will be zero filled.	Twenty-Five edit/reject codes of: 000 - 999 Position XXX-XXX: 1st code Position XXX-XXX: 2nd code Position XXX-XXX: 3rd code... Position YYY-YYY: 25th code			Note Field
346	355	10	N	Output	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format: 0000000000 Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th thru 10th - Reserved for future use .			
		355			**Total Record Length**					

If record has been rejected, Action Code = E, reported data is returned on the record.

* identifies fields in which Valid Values or Processing notes/Edits have been modified or added.

PELL GRANT RECORD LAYOUTS

Disbursement Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	Format: 999999999XX200100099900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2001 Valid Attending PELL-ID Orig Sequence Number - 00		Identifier If Origination ID does not match on RFMS database, then reject record.	I107
24	36	13	A	No	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined			REF
37	37	1	A	No	Action Code	Action code	Will always be blank		No editing	REF
38	39	2	N	Yes	Disbursement Reference Number	Number of this disbursement. RFMS will send disbursement number 91-99 for system generated disbursement.	Must be numeric: 01 - 90		Identifier 91-99 are Reserved for RFMS system generated disbursements If number is equal to number associated with Origination ID, then reject record as duplicate.	REF
40	40	1	A	Yes	Debit/ Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative	P : positive N : negative		If first accepted disbursement, then must equal "P".	REF
41	47	7	N	Yes	Disbursement Amount	Amount of disbursement for student	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX			IT1 IT04
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD: Range: 20000621 - 20060930		Process Date must be within N days prior of disbursement date. If date plus 30 days > system date, then send 30 day warning message. N may be different for Just In Time and Advance Funding Institutions.	IT1 DTM02
56	100	45	A	Unused	Reserved for future expansion	Reserved for future expansion				Not Mapped
		100			Total Record Length					

An Adjustment to a Disbursement record is supplied in this same format.

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PELL GRANT RECORD LAYOUTS

Disbursement Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	Format: 999999999XX200100099900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2001 Valid Attending PELL ID Orig Sequence Number - 00		Identifier	Need Mapping
24	36	13	A	No	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined			
37	37	1	A	Yes	Action Code/Status	Code to indicate processing status of disbursement.	Valid Codes: A: Accepted disbursement amount C: Corrected disbursement amount E: Rejected - record was rejected			Need Mapping
38	39	2	N	Yes	Disbursement Reference number	Number of the disbursement. RFMS will send disbursement number 91-99 for system generated disbursement.	Must be numeric: 01 - 90		Identifier 91-99 are Reserved for RFMS system generated disbursements	
40	40	1	A	Yes	Accepted Debit/ Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative	P : positive N : negative		#	Need Mapping
41	47	7	N	Yes	Accepted Disbursement amount	Amount of disbursement for student. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX		#	Need Mapping
48	55	8	N	Yes	Disbursement date	Date this disbursement was or will be made to the student.	CCYYMMDD: Range: 20000621 - 20060630			Need Mapping
56	100	45	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces			Not Mapping
101	107	7	N	Output	YTD Disbursed Amount	Total amount that has been disbursed to the student for the award year	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX			Need Mapping
108	182	75	N	Output	Edit/Comment codes	Three digit comment codes indicating the results of Federal Pell Grant processing. Maximum of 25 comments will appear in a single acknowledgment record. If less than 25 comments, zero filled.	Twenty-Five edit/reject codes of: 000 - 999 Position XXX-XXX: 1st code Position XXX-XXX: 2nd code... Position YYY-YYY: 25th code			Need Mapping

PELL GRANT RECORD LAYOUTS

Disbursement Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDE
183	192	10	N	Output	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format: 0000000000 Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th thru 10th - Reserved for future use.			
193	200	8	A	Unused	Reserved for future expansion	Reserved for future expansion				Not Mapping
		200			Total Record Length					

If record has been rejected, Action Code = E, reported data is returned on the record.

PELL GRANT RECORD LAYOUTS

Special Disbursement Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
1	23	23-	A/N	Yes	Origination ID	Unique number used to identify the origination for which the special disbursement is to be applied against.	Format: 999999999XX200100099900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2001 Valid Attending PELL ID Orig Sequence Number - 00		Identifier If Origination ID does not match on RFMS database, then reject record.
24	36	13	A	No	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined		No editing
37	37	1	A	No	Action Code	Will always be blank.	BLANK		No editing
38	39	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year. 91-99 are Reserved for RFMS system generated disbursements	Must be numeric: 01 - 90		Identifier 91-99 are Reserved for RFMS system generated disbursements If number is equal to number already received for an Origination ID, then reject record as duplicate.
40	46	7	N	Yes	Disbursement Amount	Amount of disbursement for this reported record within the reported payment period.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX		There may be more than one disbursement per payment period. Accumulated amount per payment period not to exceed Total Payment for the Payment Period. Reported Disbursement Amount may be adjusted downward by RFMS to avoid Potential Overaward Payment conflict with other institution(s) that have previously reported disbursements for the student. If not in valid format, i.e. non-numeric, then reject record.
47	47	1	A	Yes	Debit/ Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative	P : positive N : negative		If the first disbursement, reject if 'N'.
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 - 20060930	•	If not in valid date format, then reject record. If institution is Reimbursement or Cash Monitoring and disbursement date is not equal to or less than the RFMS Process Date, then reject record. If institution is JIT or Advanced funded and reported disbursement date is less than the RFMS Process Date by more than N days*, then reject record. *N days represents the value established by the Department's Notice of Deadlines and may vary by award year. N days will be established separately for JIT and Advanced funded institutions.

PELL GRANT RECORD LAYOUTS

Special Disbursement Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
56	56	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing	Must be numeric: 1-9	●	If not numeric or not in valid range, then reject record.
57	64	8	N	Yes	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD Range: PP START(20000101) - PP END DATE (20011231)		If not in valid range, then reject record.
65	72	8	N	Yes	Payment Period End Date	Ending date of Payment Period	CCYYMMDD Range: PP START(20000101) - PP END DATE (20011231)	●	If End Date is less than Start Date, set Start Date to Start Date + 1 day.
73	73	1	N	Yes	No. of Payment Periods in Student's school year	Number of terms or payment periods in the academic year for the student's program of study.	Must be numeric: 1 - 9		If invalid, not in range, or less than Accepted Payment Period Number, set to the Accepted Payment Period Number.
74	80	7	N	Yes	Total Payment for the Payment Period	Total Payment Amount acceptable for this Payment Period.	Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. Range 0000000-AWARD AMOUNT MAX		Must be less than or equal to the origination award and consistent with the attendance and cost information reported for the payment period.
81	81	1	A	Yes	Academic calendar for this payment period	Calendar which applies to this payment period for the student's program of study.	Blank or 1 =Institution uses non-stnd terms and measures progress by credit hours, 2 =Institution uses quarters and measures progress by credit hours, 3 =Institution uses semesters and measures progress by credit hours, 4 =Institution uses trimesters and measures progress by credit hours, 5 = Institution measures progress by clock hours, 6 = Institution does not use terms, but does measure progress by credit hours	●	If blank , or not within valid range (1 – 6), then set = Academic Calendar on file on the Origination record.

Special Disbursement Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
82	82	1	A	Yes	Payment methodology for this payment period	Report the formula used to calculate this payment for the student's Federal Pell Grant.	Blank or 1= Credit hour with standard terms of Quarter, Semester, or Trimester equal to or exceeding 30 weeks (AC: 2,3,4) 2 = Credit hour with standard terms of Quarter, Semester, or Trimester less than 30 weeks (AC: 2,3,4) 3 = Credit hour with non-standard terms of Quarter, Semester, Trimester (AC:1-4) 4 = Credit hour without terms or Clock hours (AC: 5,6) 5 = Nonresidential portion of programs offered by correspondence with credit hours (AC: 1-6)	*	If blank or not a valid value and the origination PM is consistent with the accepted Academic Calendar value for this payment period, RFMS will set PM to origination PM. If the origination PM is not consistent with the accepted Academic Calendar value for this payment period, RFMS will set PM = 3, when accepted Academic Calendar = 1, 2, 3, or 4; and will set PM = 4 if accepted academic Calendar = 5 or 6.
83	89	7	N	Yes	Cost of Attendance for this payment period	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000 - 9999999.		If missing or invalid, then set accepted value to origination value.
90	90	1	A	PM 1,2,3,5	Enrollment status for this payment period	The code that applies to the student's enrollment status for the Payment Period.	Blank or 1:Full-time; 2:3/4 time; 3: ½ time; 4: Less than ½ time	*	If the accepted AC is 1,2,3 or 4 and the PM is not 5, and Enrollment status is valid, set the accepted value to the reported value. If the enrollment status is not valid, set it to 1. If the accepted AC is 1,2,3 or 4 and the PM is 5 and the Enrollment status is 3 or 4, set the accepted value to the reported value. If the enrollment status is not 3 or 4, set it to 3. If AC = 5 or 6 and not BLANK, set = Blank.

Special Disbursement Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
91	92	2	A/N	Pay Meth 2,3,4,5	Weeks of instructional time used to calculate payment for this payment period	Total Number of Weeks of instructional time used to calculate payment. For Academic Calendars 2,3 and 4, a "week of instructional time" is any seven-day period in which at least one day of regularly scheduled instruction, examination, or preparation for examinations occurs. For Acad. Calendars 1,5 and 6, a "week of instructional time" must include at least 12 hours of instruction, examinations, or preparation for examination within a consecutive seven-day period. ##	Blank or 00 – 78 If PM=1, leave Blank If PM = 2, report total number of weeks of instructional time in the Fall through Spring Terms for the educational program in which the student is enrolled. If PM = 3 or 5B, report total number of weeks of instructional time in the term for which this disbursement record is sent. If PM = 4 or 5A, report the lesser of: (a) the total number of weeks of instructional time for a full-time student to complete all of the clock-hours or credit-hours of instructions in the student's educational program; or (b) the total number of weeks of instructional time for a full-time student to complete all of the clock-hours or credit hours of instruction in the student's educational program's academic year.	*	If invalid, then set accepted value to origination value. If PM is 1 and value not blank set accepted value to blank. If PM is 2 and weeks is not 00 – 29, set accepted value to 29. If PM is 3, 4, or 5 and value reported is not within range or value reported exceeds the accepted value for Weeks of instructional time in student's educational program's definition of academic year, set = to accepted value for Weeks of instructional time in student's educational program's definition of academic year (Federal Pell Grant program does not disbursement funds for more than one academic year within an award year). If none of the above, then set the accepted value to the reported value.
93	94	2	A/N	Pay Meth 2,3,4,5	Weeks of instructional time in student's educational program's definition of academic year	Total number of weeks of instructional time in student's educational program's definition of academic year. See Weeks of instructional time used to calculate payment above for definition of a "week of instructional time". For Federal Pell Grant awards the minimum number of weeks of instructional time in an educational program's definition of academic year is 30.	Blank or 30 – 78 If PM=1, leave Blank If PM = 2, 3, 4 or 5 valid range is 30 – 78.	*	If PM = 1 and weeks is blank, set accepted value to the reported value. If PM = 2, 3, 4 or 5 and weeks is 30 to 78, set accepted value to the report value. If PM = 1 and weeks is not blank, set the accepted value to blank. If PM = 2,3,4 or 5 and weeks is not 30 to 78, set accepted value to 30.

Special Disbursement Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
95	98	4	A/N	Pay Meth 4,5	Cr/clock hrs expected to comp. for this Payment period	Number of Cr/clock hrs expected to completed in this payment period	If AC = 1, 2, 3, or 4 leave Blank. If AC = 5, or 6 valid range is 0000 - 3120 for AC 5 and 0000 - 01000 for AC 6. If PM = 5, valid range may not exceed 1/2 of Credit/Clock Hours in program's definition of academic year.	*	If invalid set to accepted value of credit/clock hours using academic years. If hours are not blank and AC is 1,2,3 or 4, set the accepted value to blank. If hours are invalid which includes a. Academic Calendar = 5 and PM =4 (< 0000 OR > accepted value in programs definition of academic year Set accepted value to accepted value in programs definition of academic year b. Academic Calendar = 6 and PM = 4 (< 0000 OR > accepted value in programs definition of academic year Set accepted value to accepted value in programs definition of academic year c. Academic Calendar = 5 and PM =5 (< 0000 OR > ½ of accepted value in programs definition of academic year Set accepted value to ½ of accepted value in programs definition of academic year d. Academic Calendar = 6 and PM = 5 (< 0000 OR > ½ of accepted value in programs definition of academic year Set accepted value to ½ of accepted value in programs definition of academic year Otherwise set the accepted value to the reported value.
99	102	4	A/N	Pay Meth 4,5	Cr/clock hrs in program's definition of academic year	Number of Cr/clock hrs in student's educational program's definition of academic year	If AC = 1, 2, 3, or 4 leave Blank. If AC = 5, or 6 valid range is 0900 - 3120 for AC 5 and 0024 - 0100 for AC 6.	*	If AC = 1, 2, 3, , or 4 and not Blank, set = Blank. If AC = 5, or 6 and not in valid range, set = minimum valid range; i.e., AC = 5, set = 0900; AC = 6, set = 0024.
103	109	7	N	Yes	Total funds disbursed for this payment period previously reported using a regular disbursement record	Total Federal Pell Grant funds disbursed to student for this payment period previously reported as disbursed via a regular disbursement record.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000 - AWARD AMOUNT MAX	*	Must be less than or equal to total disbursements received for student. If Blank or not in range or in excess of total disbursements received for student then reject record.
110	110	1	A	Unused	Reserved for future expansion	Reserved for future expansion			
		110			Total Record Length				

NOTE: Because the Federal Pell Grant Program does not disburse funds for completing more than one full academic year with a Federal Pell Grant Award year. Total Number of Weeks of instructional time used to calculate payment as reported to the Department of Education should never exceed the Total number of weeks of instructional time in the student's educational program's definition of academic year.

* identifies fields in which Valid Values or Processing notes/Edits have been modified or added.

PELL GRANT RECORD LAYOUTS

Special Disbursement Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination for which the special disbursement is to be applied against.	Format: 999999999XX200100099900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2001 Valid Attending PELL ID Orig Sequence Number - 00		Identifier
24	36	13	A	No	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined		No editing
37	37	1	A	No	Action Code	Code to indicate action to be taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected E: Rejected - record was rejected		
38	39	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year. 91-99 are Reserved for RFMS system generated disbursements	Must be numeric: 01 - 90		Identifier 91-99 are Reserved for RFMS system generated disbursements
40	46	7	N	Yes	Accepted Disbursement Amount	Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX		#
47	47	1	A	Yes	Accepted Debit/ Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative	P : positive N : negative		#
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD: Range: 20000621 - 20060930		
56	56	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing	Must be numeric: 1-9		
57	64	8	N	Yes	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD: Range: PP START(20000101) - PP END 20011231		
65	72	8	N	Yes	Payment Period End Date	Ending date of Payment Period	CCYYMMDD: Range: PP START(20000101) - PP END 20011231		
73	73	1	N	Yes	Accepted No. of Payment Periods in Student's school year	Number of terms or payment periods in student's school year	Must be numeric: 1 - 9		#
74	80	7	N	Yes	Accepted Total Payment for this Payment Period	Total Payment Amount acceptable for this Payment Period.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX		#

Special Disbursement Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
81	81	1	A	Yes	Accepted Academic calendar for this payment period	Calendar which applies to this payment period for the student's educational program.	Blank or 1 =Institution uses non-stnd terms and measures progress by credit hours; 2 =Institution uses quarters and measures progress by credit hours; 3 = Institution uses semesters and measures progress by credit hours; 4 =Institution uses trimesters and measures progress by credit hours; 5 = Institution measures progress by clock hours; 6 = Institution does not use terms, but does measure progress by credit hours		#
82	82	1	A	Yes	Accepted Payment methodology for this payment period	Report the formula used to calculate this payment for the student's Federal Pell Grant.	Blank or 1= Credit hour with standard terms of Quarter, Semester, or Trimester equal to or exceeding 30 weeks (AC: 2,3,4) 2 = Credit hour with standard terms of Quarter, Semester, or Trimester less than 30 weeks (AC: 2,3,4) 3 = Credit hour with non-standard terms of Quarter, Semester, Trimester (AC 1-4) 4 = Credit hour without terms or Clock Hour (AC: 5,6) 5 = Nonresidential portion of programs offered by correspondence with credit hours (AC: 1-6)		#
83	89	7	N	Yes	Accepted Cost of Attendance for this payment period	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	**Dollars and cents**. Use leading zeros; do not include $ sign. Range: 0000000 – 9999999.		Only populated if changed. Changes applied only if different from the origination record for the designated payment period. #
90	90	1	A	PM 1,2,3,5	Accepted Enrollment status for this payment period	The code that applies to the student's enrollment status for the Payment Period.	Blank or 1 Full-time; 2 3/4 time; 3 ½ time; 4 Less than ½ time		Only populated if changed. Changes applied only if different from the origination record for the designated payment period. #

PELL GRANT RECORD LAYOUTS

Special Disbursement Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
91	92	2	A/N	Pay Meth 2,3,4,5	Accepted Weeks of instructional time used to calculate payment for this payment period	Number of weeks used to calculate payment for this payment period by PM. PM 2: Weeks of instructional time in fall through spring terms PM 3: Weeks of instructional time in payment period PM 4: Weeks of instructional time for a full-time student to complete hours in prog or hrs in academic yr PM 5A: Same as Payment Meth 4 PM 5B: Same as Payment Meth 3	Blank or 00 – 78		Only populated if changed. Changes applied only if different from the origination record for the designated payment period. #
93	94	2	A/N	Pay Meth 2,3,4,5	Accepted Weeks of inst. time in program's definition of academic year	Number of weeks in program's definition of academic year	Blank or 30 – 78		Only populated if changed. Changes applied only if different from the origination record for the designated payment period.#
95	98	4	A/N	Pay Meth 4,5	Accepted Cr/clock hrs expected to comp. for this Payment Period	Number of Cr/clock hrs expected to completed in this payment period	Ranges: Blank or 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6		Only populated if changed. Changes applied only if different from the origination record for the designated payment period #
99	102	4	A/N	Pay Meth 4,5	Accepted Cr/clock hrs in program's definition of academic year	Number of Cr/clock hrs in program's definition of academic year	Range: Blank or 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6		Only populated if changed. Changes applied only if different from the origination record for the designated payment period.#
103	109	7	N	Yes	Total funds disbursed for this payment period previously reported using a regular disbursement record	Total Federal Pell Grant funds disbursed to student for this payment period previously reported as disbursed via a regular disbursement record.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000 - AWARD AMOUNT MAX	•	
110	110	1	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces		
111	117	7	N	Output	YTD Disbursement Amount	Total amount that has been disbursed to the student for the award year	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX		
118	192	75	N	Output	Edit/Comment codes	Three digit comment codes indicating the results of Federal Pell Grant processing. Maximum of 25 comments will appear in a single acknowledgment record. If less than 25 comments, zero filled.	Twenty-Five edit/reject codes of: 000 – 999 Position XXX-XXX: 1st code Position XXX-XXX: 2nd code... Position YYY-YYY: 25th code		
193	202	10	N	Output	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format: 0000000000 Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th thru 10th - Reserved for future use .		
203	210	8	A	Unused	Reserved for future expansion	Reserved for future expansion			

Special Disbursement Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
		210			Total Record Length				

If record has been rejected, Action Code = E, reported data is returned on the record.

* identifies fields in which Valid Values or Processing notes/Edits have been modified or added.

Electronic Statement of Account Record - Summary

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
1	1	1	A	Output	Record Indicator	Indicates the record is summary or detail.	Constant "S"- Summary level account status		
2	7	6	N	Output	Reporting Campus PELL-ID	PELL-ID of reporting campus	Valid PELL-ID		
8	18	11	A/N	Output	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format: 999999999BB where 999999999 is a unique number and BB are BLANKs.		
19	29	11	A/N	Output	Payee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the Payee institution.	Valid DUNS number. Format: 999999999BB where 999999999 is a unique number and BB are BLANKs.		
30	45	16	A/N	Output	GAPS Award Number	Used to identify a unique funding for an institution. Comprised of the following fields: PO Indicator CFDA Number CFDA Subprogram Id Subprogram Fiscal Year Award Id	Valid GAPS Award number. Format: P063P CCYYXXXX Where "P" - constant for PO Indicator "063" – constant for CFDA Number "P" – constant " " 3 spaces CCYY – 1st Year in award year XXXX – unique value for each funded institution		
46	50	5	N	Output	Accounting Schedule Number	Sequence number assigned by RFMS to track Accounting schedules.	Range: 00000-99999		
51	58	8	D	Output	Accounting Schedule Date	Provided by RFMS. Date of Current Accounting schedule.	Valid Date		
59	69	11	A/N	Output	Previous Obligation Amount	Provided by RFMS. Amount of institution's previous obligation balance.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999		
70	80	11	A/N	Output	Total Obligation Adjustment Amount	Provided by RFMS. Total of all adjustments to obligations for the GAPS Award Number.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999		
81	91	11	A/N	Output	Current Obligation Amount	Provided by RFMS. Amount of institution's current obligation balance.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999		
92	102	11	A/N	Output	Previous Payment Amount	Provided by RFMS. Amount of institution's previous payment balance. Not applicable for Advance Funding Institutions.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank.		Will always be blank for institutions on Advance Funding for the entire award year.
103	113	11	A/N	Output	Total Payment Adjustment Amount	Provided by RFMS. Total of all adjustments to payment for the GAPS Award Number. Not applicable for Advance Funding Institutions.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank.		Will always be blank for institutions on Advance Funding for the entire award year.
114	124	11	A/N	Output	Current Payment Amount	Provided by RFMS. Amount of institution's current payment balance. Not applicable for Advance Funding Institutions.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank.		Will always be blank for institutions on Advance Funding for the entire award year.

PELL GRANT RECORD LAYOUTS

Electronic Statement of Account Record - Summary

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
125	131	7	A/N	Output	YTD Total Unduplicated Recipients	Provided by RFMS. Year to date number of unduplicated recipients for institution.	Range: 000000000 - 999999999 or Blank		
132	142	11	A/N	Output	YTD Accepted Disbursement Amount	Provided by RFMS. YTD Total of disbursements accepted by RFMS.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank		
143	153	11	A/N	Output	YTD Posted Disbursement Amount	Provided by RFMS. YTD Total of disbursements posted to RFMS.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank		
154	164	11	A/N	Output	YTD Administrative Cost Allowance	Provided by RFMS. YTD amount of ACA paid to the institution.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999 or Blank		
165	177	13	N	Output	GAPS Expenditure Amount	Provided by EDCAPS. Current expenditure amount in GAPS.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. 0000000000000 - 9999999999999 or Blank		
178	185	8	D	Output	Date of Last Activity in GAPS	Provided by EDCAPS. The date GAPS last posted a transaction for the GAPS Award number.	Valid date.		
186	198	13	N	Output	Payment Control Number	Provide by EDCAPS. The reference number for the last payment sent to the institution.	Valid Payment Control Number.		
199	200	2	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces.		
		200			Total Record Length				

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PELL GRANT RECORD LAYOUTS

Electronic Statement of Account Record – Detail

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
1	1	1	A	Output	Record Indicator	Indicates the record is summary or detail.	Constant "D" - Detailed institution activity		
2	7	6	N	Output	Reporting Campus Pell-ID	Pell-ID of reporting campus	Valid Pell-ID		
8	18	11	A/N	Output	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format: 999999999BB where 999999999 is a unique number and BB are blanks.		
19	29	11	A/N	Output	Payee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the Payee institution.	Valid DUNS number. Format: 999999999BB where 999999999 is a unique number and BB are blanks.		
30	45	16	A/N	Output	GAPS Award Number	Used to identify a unique funding for an institution. Comprised of the following fields: PO Indicator CFDA Number CFDA Subprogram Id Subprogram Fiscal Year Award Id	Valid GAPS Award number. Format: P063P CCYYXXXX Where "P" - constant for PO Indicator "063" - constant for CFDA Number "P/J/Q/R" – constants for CFDA Subprogram ID. P – Advance funded, J – Just in Time, Q – ACA, R – Reimbursement " " – 3 spaces " CCYY - 1st Year in award year XXXX - unique value for each funded institution		
46	53	8	D	Output	Adjustment Report Date	Provided by RFMS. Date of adjustment batch reported to ED CAPS.	Valid Date		
54	54	1	A	Yes	Debit/ Credit Indicator Flag	Indicates if the Adjustment Amount is positive or negative	P : positive N : negative		
55	65	11	A/N	Output	Adjustment Amount	Provided by RFMS. Amount of institution's adjustment batch.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000000000 - 99999999999		
66	73	8	D	Output	Adjustment Process Date	Provided by ED CAPS. The date GAPS processed adjustment batch.	Valid date.		
74	99	26	A/N	Output	Adjustment Batch Number	Batch number which generated the adjustment.	Format: CCYYXX999999CCYYMMDDHHMMSS where: XX - batch type code (alpha) CCYY - last year in cycle: '2001' 999999 -Reporting Pell ID CCYYMMDD-date batch created HHMMSS - time batch created		
100	119	20	A	Output	Adjustment Description	Literal to describe the type of batch.	Constants: to follow from IFMD.		
120	200	81	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces.		

PELL GRANT RECORD LAYOUTS

Electronic Statement of Account Record – Detail

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
		200			Total Record Length				

PELL GRANT RECORD LAYOUTS

Institution Data Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
1	6	6	N	Yes	Pell ID	Pell ID assigned the Federal Pell Program for the participating campus.	Must be a valid Pell ID code.	Change applies to all records with the same Pell ID , unless further identification (DUNS #) is provided to change only a particular institution.
7	17	11	N	No	DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. This field is optional.	Valid DUNS number. Format: 999999999BB where 999999999 is a unique number and BB are BLANKs.	Used to identify an institution that may be referenced by more than one Pell ID.
18	52	35	A/N	No	Institution street mailing address - Line 1	Line 1 of the street or post office box address of institution.	May be Blank.	BLANK if unchanged. May edit to determine change of ownership
53	87	35	A/N	No	Institution street mailing address - Line 2	Line 2 of the street or post office box address of institution.	May be Blank.	BLANK if unchanged.
88	112	25	A/N	No	Institution mailing city	The city in which the institution is located.	May be Blank.	BLANK if unchanged.
113	114	2	A/N	No	Institution mailing state	The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.	May be Blank.	BLANK if unchanged.
115	123	9	A/N	No	Mailing Zip code	The zip code plus 4 of the institution.	May be Blank.	BLANK if unchanged.
124	173	50	A/N	No	FAA Email Address	Internet address of an authorized official. Do not provide an e-mail address usable only with your school's internal e-mail system.		BLANK if unchanged.
174	203	30	A/N	No	Financial Aid Administrator (FAA) name	Enter the full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE. Do not use titles or punctuation. Do not enter the name of your service agent.	May include blanks and special characters.	BLANK if unchanged. Are we going to allow updating?
204	217	14	A/N	No	FAA telephone number	Phone number for the FAA indicated previously, including area code and extension. Do not enter the number for your service agent.	Numeric only. No parentheses or dashes.	BLANK if unchanged.
218	231	14	A/N	No	FAA fax number (Optional)	Fax number used by the FAA indicated previously, including area code . Do not enter the number for your service agent.	Numeric only for first 10 positions. No parentheses or dashes. Last 4 positions should be blank.	• BLANK if unchanged.

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PELL GRANT RECORD LAYOUTS

Institution Data Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
232	232	1	A	No	Institution type	Code that best describes the type of institution	1= Less than 1 year 2= 1 year, less than 2 years 3= 2 years, less than 3 years 4= 3 years, less than 4 years 5= 4 years (baccalaureate) 6= 5 years or more Otherwise, leave blank.		BLANK if unchanged.
233	233	1	A	No	Financial control	The source of financial control for your institution in Pell Grant files, use the code that best describes your institution.	1 = Public 2 = Private, nonprofit 3 = Proprietary Otherwise, leave blank.		BLANK if unchanged.

PELL GRANT RECORD LAYOUTS

Institution Data Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
234	234	1	A	No	Academic calendar	The academic calendar in Pell Grant files, use the code that best describes the MAJOR type of academic term your institution uses.	1 = Institution uses nonstandard academic terms and measures academic progress by credit hours 2 = Institution uses standard quarters and measures academic progress by credit hours 3 = Institution uses standard semesters and measures academic progress by credit hours 4 = Institution uses standard trimesters and measures academic progress by credit hours 5 = Institution measures academic progress by clock-hours 6 = Institution does not use terms, but does measure academic progress by credit hours Otherwise, leave blank.		BLANK if unchanged.
235	236	2	A/N	No	Weeks of inst. time in program's definition of academic year	The number of weeks of instructional time in the program's academic year.	Blank or 30 - 78		
237	240	4	A/N	No	Cr/clock hrs in program's definition of academic year	The number of hours/credit hours in your school's academic year definition in Pell Grant file.	Use leading zeroes and the applicable range: 0900 - 3120 academic calendar 5 0024 - 0100 academic calendar 6 Otherwise, leave blank.		BLANK if unchanged.
		240			Total Record Length				

Institution Data Acknowledgment Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
1	6	6	N	Yes	Pell-ID	Pell-ID assigned the Federal Pell Program for the participating campus.	Must be a valid Pell-ID code.	Change applies to all records with the same Pell-ID , unless further identification (DUNS #) is provided to change only a particular institution
7	7	1	A	No	Action Status	Code to indicate the status of institution data record receipt.	A - Institution Data Record Accepted E - Institution Data Record Rejected	Completed by RFMS as a result of Batch editing.
8	31	24	N	Output	Batch Reject Reasons	List of up to eight 3 digit batch reject reason codes which occurred during initial editing of the batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled.	Reject Reasons format: 000 - 199 Position X-X: 1st reject reason code Position X-X: 2nd reject reason code Position X-X: 3rd reject reason code... Position XX-XX: 8th reject reason code	Completed by RFMS as a result of Batch editing.
32	106	75	A	No	Filler	Unused.	Spaces	
		106			Total Record Length			

PELL GRANT RECORD LAYOUTS

Data Requests: Multiple Reporting, Statement of Account, YTD

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
1	6	6	N	Yes	Requesting Attending Campus Pell-ID	Pell-ID campus on	Valid Pell-ID	
7	7	1	A	Yes	Request type	Code for data request type.	M = Multiple Reporting S = Statement of Account Y = Year-To-Date	
8	8	1	A	No	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic File BLANK = Send output on media type on which the request was made	Cannot be blank for requests from the WEB.
9	34	26	A	Unused	Reserved for future use			
35	35	1	A	Type M	Multiple Reporting Request Code 1	Indicates the institution is requesting originated institutions or disbursed institutions.	O = Send originated institutions D = Send disbursed institutions	
36	36	1	A	Type M	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send student for listed institutions listed in record	There may be multiple detail records to accommodate the number of Student Ids or institution numbers listed for the attending campus institution.
37	47	11	A	Type M	Student ID	The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S.	Blank or 001010001XX - 999999999XX where XX is: Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name	Must be non-blank MRR Code 2 equals S.
48	53	6	N	Type M	MR institution Pell-ID	The institution code for which MR listings are requested. Only required if the MR Code 2 equals I.	Blank or Valid Pell-ID	Must be non-blank if MRR Code 2 equals I.
54	77	23	A	Type MY	Origination ID	The Origination ID for which a Year to Date is Requested.	Format: 999999999XX200100099900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2001 Valid Attending PELL ID Orig Sequence Number - 00	If Request Type is Y and the Origination ID is nonblank then the YTD will be generated for that Origination ID. If the Origination ID is not found or invalid the request will be rejected.
78	100	22	A	Unused	Reserved for future use			
		100			Total Record Length			

Data Request Acknowledgments: Multiple Reporting, Statement of Account, YTD

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
1	6	6	N	Yes	Requesting Attending Campus Pell-ID	Pell-ID campus on	Valid Pell-ID		
7	7	1	A	Yes	Request type	Code for data request type.	M = Multiple Reporting S = Statement of Account Y = Year-To-Date		
8	8	1	A	No	Requested Output Media Type	Code for type of media to use when sending output data.	E= Send output by Electronic file BLANK = Send output on media type on which the request was made		
9	34	26	A	Output	Pell Batch Number	Batch number requested to be replaced.	Format: CCYYXX999999CCYYMMDDHHMMSS where: XX - batch type code (alpha) CCYY - last year in cycle: '2001' 999999 -Reporting Pell ID CCYYMMDD-date batch created HHMMSS - time batch created		
35	35	1	A	Output	Multiple Reporting Request Code 1	Indicates the institution is requesting originated institutions or disbursed institutions.	O = Send originated institutions D = Send disbursed institutions		
36	36	1	A	Output	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send list of students for listed institutions listed in record		
37	47	11	A	Output	MR Student ID	The Student SSN and Name code for which a MR is requested. Only required if the MRR Code 2 equals S.	Blank or 001010001XX - 999999999XX where XX is: Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name		
48	53	6	N	Output	MR Institution Pell-ID	The institution code for which MR listings are requested. Only required if the MRR Code 2 equals I.	Blank or Valid Pell-ID		
54	76	23	A	**Output**	**Origination ID**	**The Origination ID for which a Year to Date is Requested.**	**Format:** **999999999XX200100099900** **Where:** **SSN - 001010001-999999999** **Name Code - XX** **Year Indicator - 2001** **Valid Attending PELL ID** **Orig Sequence Number - 00**		**If Request Type is Y and the Origination ID is not blank and the User requested this field on their request. If the Origination ID is not found or invalid the request will be rejected.**

PELL GRANT RECORD LAYOUTS

Data Request Acknowledgments: Multiple Reporting, Statement of Account, YTD

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
77	77	1	A	Output	Action Code	Code to indicate action to be taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected E: Rejected - record was rejected		
78	99	21	N	Output	Edit/Comment Codes	List of up to seven 3 digit comment codes which occurred during processing of the data request.	Comment format: 000 - 199 Position XX-XX: 1st comment code Position XX-XX: 2nd comment code Position XX-XXX: 7th comment code		
77	100	2	A	Output	Unused	Reserved for future use			
		100			Total Record Length				

Multiple Reporting Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
1	2	2	A	Output	Record type	Code that indicates the reason the institution is receiving the record.	RO: Originated Institution RD: Disbursed Institution RN: None found CE: Concurrent Enrollment Institution PB: Blocked Institution PR: Blocker Institution PU: Unblocked Institution BC: Blocked and Concurrent Enrollment RC: Blocker and Concurrent Enrollment VW: Verification W SI: Shared SAR ID	
3	8	6	N	Request output	Requesting Institution Pell-ID	Pell-ID of the requesting attending campus of the student. Will be blank for concurrent enrollment and potential over award records.	Must be a valid Pell-ID assigned by the Department of Education. May be BLANK.	
9	9	1	A	Request output	Multiple Reporting Request Code 1	Indicates the institution is requesting originated institutions or disbursed institutions. Will be blank for concurrent enrollment and potential over award records.	O = Send originated institutions D = Send disbursed institutions May be BLANK.	
10	10	1	A	Request output	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment and potential over award records.	A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send list of students for listed institutions listed in record May be blank.	
11	21	11	A	Request output	MR Student ID	The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment and potential over award records.	Blank or 001010001XX - 999999999XX where XX is: Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name	
22	27	6	N	Request output	MR Institution Pell-ID	The institution code for which MR are requested. Will be blank for concurrent enrollment and potential over award records.	Valid Pell-ID. May be blank.	
28	36	9	N	Output	Student Original SSN	Student's Original SSN from the origination record.	001010001 - 999999999	
37	38	2	A	Output	Original Name Code	Student's name code from the origination record.	Uppercase A to Z, .(period); '(apostrophe); -(dash) Blank (no last name).	

Multiple Reporting Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
39	44	6	N	Output	Institution Pell-ID	Pell-ID of the attending campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record.	Must be a valid Pell-ID assigned by the Department of Education.	
45	114	70	A/N	Output	Institution name	The name of the institution.		
115	149	35	A/N	Output	Institution street address - Line 1	The street or post office box address of institution.		
150	184	35	A/N	Output	Institution street address - Line 2	The street or post office box address of institution.		
185	209	25	A/N	Output	Institution city	The city in which the institution is located.		
210	211	2	A	Output	Institution state	The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.		
212	220	9	A/N	Output	Zip code	The zip code of the institution.		
221	250	30	A/N	Output	Financial Aid Administrator (FAA) name	The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE.	May include blanks and special characters.	
251	260	10	N	Output	FAA telephone number	The working phone number for the person indicated as FAA.	Includes area code, but not parentheses or dashes.	
261	270	10	A/N	Output	FAA fax number (Optional)	The working fax number used by the person indicated as FAA.	May be BLANK. Otherwise Includes area code, but not parentheses or dashes.	
271	320	50	A/N	Output	Internet address	Internet address of an authorized official	May be BLANK.	
321	327	7	N	Output	Scheduled Federal Pell Grant	Scheduled Federal Pell Grant for a student with this EFC and COA attending full time for a full academic year	Range: 0000000-AWARD AMOUNT MAX	
328	334	7	N	Output	Origination Award Amount	Annual award amount supplied on the origination record.	Range: 0000000-AWARD AMOUNT MAX	
335	336	2	N	Output	Transaction Number	Transaction number from the eligible SAR used to calculate the award.	Range: 01-99	
337	341	5	N	Output	Expected Family Contribution	Amount of the student's Expected Family Contribution from the SAR used to calculate the award.	Range: 00000-EFC MAXIMUM	
342	349	8	D	Output	Enrollment Date	First date the student was enrolled in an eligible program for the award year.	CCYYMMDD Range: 20000101 - 20010630	
350	357	8	D	Output	Origination Create Date	Date the origination was created in RFMS.	CCYYMMDD Range: 20000401 - 20060130	

PELL GRANT RECORD LAYOUTS

Multiple Reporting Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
358	364	7	N	Output	Total of Disbursements Accepted	Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP student.	Range: 0000000-AWARD AMOUNT MAX	
365	372	8	D	Output	Last Activity Date	Date of the last payment was received from the institution.	Format: CCYYMMDD	
373	380	8	D	Output	Next Estimated Disbursement Date	Date of next estimated disbursement date.	Blank or CCYYMMDD Range: 20000101 - 20060930	
381	385	5	N	Output	Eligibility Used	The percentage of the student's eligibility used by the institution.	Format: 000.00% The last two digits represent less than 1 percent. Field does not include decimal point or %.	
386	395	10	N	Output	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format: 0000000000 Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th thru 10th - Reserved for future use .	
396	400	5	A	Output	Reserved for future use			
		400			Total Record Length			

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Origination)

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
1	1	1	A	Output	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement or Summary data.	Constant: "O"		
2	24	23	A/N	Yes	Origination ID	Unique number used to identify an origination	Format: 999999999XX200100099900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2001 Valid Pell- ID Orig Sequence Number - 00		Identifier
25	33	9	N	Yes	Original SSN	Student's SSN from original FASFA	001010001 - 999999999		Identifier
34	35	2	A	Yes	Original Name Code	Student's name code from original FASFA	Uppercase A to Z; .(period); '(apostrophe); - (dash); BLANK: no last name		Identifier
36	41	6	N	Yes	Attending Campus Pell-ID	Pell-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.	Valid Pell-ID		Identifier Change creates new origination record. Institution must change payment amounts for student at original attending campus as necessary.
42	46	5	A/N	Yes	ED Use	ED Use Only - do not use Reserved for future use.			
47	59	13	A	No	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined		No editing
60	60	1	A	No	Action Code	Code to indicate action to be taken	Valid Codes: A: Accepted - student id requested was found on Federal Pell Grant Database for Institution. E: Rejected - student id requested was NOT found on the Federal Pell Grant Database for Institution.		Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attending Campus, and "R" for Action code. All other fields shall be blank and no other records for the student will be enclosed in batch.
61	61	1	N	No	Accepted No. of Payment Periods in Student's school year	Number of terms or payment periods in student's school year. For schools required to submit special disbursements, must have a valid value.	1 - 9 OR BLANK		
62	68	7	N	Yes	Accepted Award amount for entire school year	Amount of award for student's entire school year. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000-MAX AWARD AMOUNT		Cannot exceed Total Payment Ceiling for student - award validation performed.
69	76	8	N	No	Accepted Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930		
77	84	8	N	No	Accepted Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930		

Year-To-Date Record (Origination)

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
85	92	8	N	No	Accepted Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
93	100	8	N	No	Accepted Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
101	108	8	N	No	Accepted Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
109	116	8	N	No	Accepted Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
117	124	8	N	No	Accepted Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
125	132	8	N	No	Accepted Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
133	140	8	N	No	Accepted Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
141	148	8	N	No	Accepted Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
149	156	8	N	No	Accepted Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
157	164	8	N	No	Accepted Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
165	172	8	N	No	Accepted Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
173	180	8	N	No	Accepted Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
181	188	8	N	No	Accepted Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
189	196	8	D	Yes	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2000-2001 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD: Range: 20000101 - 20010630	

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Origination)

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
197	197	1	A	No	Accepted Low Tuition & fees flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Value Tuition Range As per table or BLANK: low tuition does not apply	•	
198	198	1	A	Yes	Accepted Verification status flag	Status of verification of applicant data by the school.	A: Accurate; C: Calculated; N: Not Selected; R: Reprocessed; S: Selected, not verified, T: Tolerance; W: Without Documentation		Only one disbursement can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle is status remains W Once a student is selected he/she is always selected
199	199	1	A	No	Accepted Incarcerated Federal Pell Recipient code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	BLANK: Not incarcerated Y: Yes, the student is incarcerated in a local insitution, but is otherwise eligible. N: No, if student previously reported as incarcerated, but is not or is no longer. incarcerated		
200	201	2	N	Yes	Accepted Transaction number	Transaction number from eligible SAR used to calculate award	Must be numeric: 01 - 99		Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.
202	206	5	N	Yes	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR	Range: 00000-EFC MAXIMUM		Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.
207	207	1	N	No	Accepted Secondary Expected Family Contribution	Code indicating which EFC value is used to determine award amount	O= Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. OR BLANK if Secondary EFC not used.		
208	208	1	N	Yes	Accepted Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	1=Credit Hours - non-standard terms; 2 =Credit Hours - standard terms of quarters; 3 = Credit Hours - standard terms of semesters; 4 =Credit Hours - standard terms of trimesters; 5 = Clock hours; 6 = Credit Hours without terms;		The academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation. The following changes in Academic Calendar indicate need to change Payment Methodology. From / To 1 to 2, 3, 4, or 5 2, 3, or 4 to 1 or 5 5 to 2, 3, 4, or 6 6 to 1 or 5

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PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Origination)

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
209	209	1	N	Yes	Accepted Payment methodology	Formula used to calculate the student's Federal Pell Grant Award.	1= Credit hour with standard terms in which Fall through Spring terms equal or exceeding 30 weeks, or equal or exceed academic year with waiver (AC: 2,3,4) 2 = Credit hour with standard terms in which Fall through Spring terms are less than 30 weeks without waiver (AC: 2,3,4) 3 = Credit hour with standard or non-standard terms (AC 1-4) 4 = Clock hour or Credit hour without terms (AC: 5,6) 5 = Nonresidential portion of programs offered by correspondence without terms (AC 1-4, 6)		The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount validation.
210	216	7	N	Yes	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. Range: 0000000 - 9999999		Used in award amount validation.
217	217	1	A	PM 1,2,3,5	Accepted Enrollment status	The code that applies to the student's expected enrollment status for the AWARD YEAR. Changes to this field will be accepted for the entire award year. Must be valid when Payment Methodologies 1, 2, 3 or 5 are used.	BLANK or 1: Full-time; 2: 3/4 time; 3: ½ time; 4: Less than ½ time 5: Other		
218	219	2	A	Pay Meth 2,3,4,5	Accepted Weeks of instructional time used to calculate payment	The weeks of instructional time in which the student will be enrolled, and paid, as part of the academic year or program as defined for each Payment Methodology: PM 2: Weeks of instructional time in fall through spring terms PM 3: Weeks of instructional time in all terms expected to complete this school year PM 4: Weeks of instructional time for a full-time student to complete hours in prog or hours in the academic yr PM 5A: Same as Payment Meth 4 PM 5B: Same as Payment Meth 3 Must be valid when Payment Methodologies 2, 3, 4 or 5 are used.	BLANK or 00 - 78		Must be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
220	221	2	A	Pay Meth 2,3,4,5	Accepted Weeks of inst. time in program's definition of academic year	The number of weeks of instructional time in the program's academic year. Must be valid when Payment Methodologies 2, 3, 4 or 5 are used.	BLANK or 30 - 78		Can be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Origination)

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
222	225	4	A	Pay Meth 4,5	Accepted Cr/clock hrs in all pay. periods expected to comp. this school year	Number of credit or clock hours you expect the student to complete and to be paid from the 2000-2001 award year. Must be valid when Payment Methodologies 4 or 5 are used.	BLANK or Ranges: 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6		Can be blank when using Payment Methodologies 1,2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
226	229	4	A	Pay Meth 4,5	Accepted Cr/clock hrs in program's definition of academic year	Number of credit or clock hours in this student's educational program's academic year definition. Must be valid when Payment Methodologies 4 or 5 are used.	BLANK or Range: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6		Can be blank when using Payment Methodologies 1,2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
230	251	22	A	Unused	Reserved for expansion	Reserved for expansion			
252	256	5	N	Output	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range: 00000 – Maximum Award Amount		
257	282	26	A	Output	Student name	Full student name as reported to the CPS for the Transaction number reported. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	BLANK or Full name listed in order: Last Name 01 - 16 First Name 17 - 25 Middle Initial 26		
283	291	9	A/N	Output	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid social security number or BLANK if not matched		
292	299	8	D	Output	Student Date of Birth	Date of birth of the student.	Valid date of birth: CCYYMMDD		
300	300	1	A	Output	CPS Verification Selection code	Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported.	BLANK = Not selected by CPS for verification * = Selected by CPS for institution verification of applicant data		
301	307	7	N	Output	YTD Disbursement Amount	The total of processed disbursements by RFMS	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX		
308	333	26	A	Output	Batch ID	Number generated by the institution to uniquely identify a specific batch of records. Format for the batch number is specified.	Format: CCYYXX999999CCYYMMDDHHMMSS where: XX - batch type code (alpha) CCYY - last year in cycle: '2001' 999999 -Reporting Pell ID CCYYMMDD-date batch created HHMMSS - time batch created		
334	341	8	D	Output	Process Date	Date this record (segment) was processed by the Federal Pell Grant program	Format: CCYYMMDD		

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Origination)

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
342	343	2	A	Output	Unused	Will always be blank.	BLANK.		
		343							

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Disbursement)

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
1	1	1	A	Output	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "D"		
2	24	23	A/N	Yes	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	Format: 999999999XX200100099900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2001 Valid PELL ID Orig Sequence Number - 00		Identifier
25	37	13	A	No	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined		No editing
38	38	1	A	No	Action Code	Will always be blank.	BLANK		
39	40	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year	Must be numeric: 01 - 90		Identifier 91-99 are Reserved for RFMS system generated disbursements
41	47	7	N	Yes	Accepted Disbursement Amount	Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000-Maximum for Award Year		
48	48	1	A	Yes	Accepted Debit/ Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative	P : positive N : negative		
49	56	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD: Range: 20000621 - 20060930		Process Date must be within N days prior of disbursement date.
57	57	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing	Must be numeric: 1-9		
58	65	8	N	Yes	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD: Range: PP START(20000101) - PP END DATE (20011231) or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.
66	73	8	N	Yes	Payment Period End Date	Ending date of Payment Period	CCYYMMDD: Range: PP START(20000101) - PP END DATE (20011231) or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.
74	74	1	N	Yes	Accepted No. of Payment Periods in Student's school year	Number of terms or payment periods in student's school year	1 - 9 or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.
75	81	7	N	Yes	Accepted Total Payment for this Payment Period	Total Payment Amount acceptable for this Payment Period.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 00000-Maximum for Award Year or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Disbursement)

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
82	82	1	A	Yes	Accepted Academic calendar for this payment period	Calendar which applies to this payment period for the student's educational program.	1= Institution uses non-stnd terms and measures progress by credit hours; 2 = Institution uses quarters and measures progress by credit hours; 3 = Institution uses semesters and measures progress by credit hours; 4 = Institution uses trimesters and measures progress by credit hours; 5 = Institution measures progress by clock hours; 6 = Institution does not use terms, but does measure progress by credit hours or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.
83	83	1	A	Yes	Accepted Payment methodology for this payment period	Report the formula used to calculate this payment for the student's Federal Pell Grant.	1= Credit hour with standard terms of Quarter, Semester, or Trimester equal to or exceeding 30 weeks (AC: 2,3,4) 2 = Credit hour with standard terms of Quarter, Semester, or Trimester less than 30 weeks (AC: 2,3,4) 3 = Credit hour with non-standard terms of Quarter, Semester, Trimester (AC:1-4) 4 = Clock hour or Credit hour without terms (AC: 5,6) 5 = Nonresidential portion of programs offered by correspondence with credit hours (AC: 1-6) or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.
84	90	7	N	Yes	Accepted Cost of Attendance for this payment period	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	**Dollars and cents**. Use leading zeros; do not include $ sign. Range: 0000000 - 9999999. or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.
91	91	1	A	PM 1,2,3,5	Accepted Enrollment status for this payment period	The code that applies to the student's enrollment status for the Payment Period.	1: Full-time; 2: 3/4 time; 3: ½ time; 4: Less than ½ time or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Disbursement)

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
92	93	2	A/N	Pay Meth 2,3,4,5	Accepted Weeks of instructional time used to calculate payment for this payment period	Number of weeks used to calculate payment for this payment period by PM. PM 2: Weeks of instructional time in fall through spring terms PM 3: Weeks of instructional time in payment period PM 4: Weeks of instructional time for a full-time student to complete hours in prog or hrs in academic yr PM 5A: Same as Payment Meth 4 PM 5B: Same as Payment Meth 3	00 – 78 or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.
94	95	2	A/N	Pay Meth 2,3,4,5	Accepted Weeks of inst. time in program's definition of academic year	Number of weeks in program's definition of academic year	30 - 78 or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.
96	99	4	A/N	Pay Meth 4,5	Accepted Cr/clock hrs expected to comp. in this Payment period	Number of Cr/clock hrs expected to completed for this payment period	Ranges: 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6 or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.
100	103	4	A/N	Pay Meth 4,5	Accepted Cr/clock hrs in program's definition of academic year	Number of Cr/clock hrs in program's definition of academic year	Range: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6 or BLANK		Field is populated when a Special Disbursement record was processed by RFMS.
104	335	240	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces		
		343			Total Record Length				

Year-To-Date Record (Summary)

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
1	1	1	A	Output	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "S"		
2	8	7	N	Output	Total Unduplicated Recipients	Provided by RFMS. Year to date number of unduplicated recipients for institution.	Range: 0000000 - 9999999		
9	15	7	N	Output	Total Originations	Provided by RFMS. Year to date number of originations received for the institution.	Range: 0000000 - 9999999		
16	22	7	N	Output	Originations Accepted	Provided by RFMS. Year to date number of originations received and accepted for the institution.	Range: 0000000 - 9999999		
23	29	7	N	Output	Originations Corrected	Provided by RFMS. Year to date number of originations received and corrected for the institution.	Range: 0000000 - 9999999		
30	36	7	N	Output	Originations Rejected	Provided by RFMS. Year to date number of originations received and rejected for the institution.	Range: 0000000 - 9999999		
37	43	7	N	Output	Total Disbursements	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received for the institution.	Range: 0000000 - 9999999		
44	50	7	N	Output	Disbursements Accepted	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received and accepted for the institution.	Range: 0000000 - 9999999		
51	57	7	N	Output	Disbursements Corrected	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received and corrected for the institution.	Range: 0000000 - 9999999		
58	64	7	N	Output	Disbursements Rejected	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received and rejected for the institution.	Range: 0000000 - 9999999		
65	67	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank		
68	74	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank		
75	77	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank		
78	84	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank		
85	87	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank		
88	94	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank		
95	97	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 – 999 or Blank		
98	104	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 – 9999999 or Blank		

PELL GRANT RECORD LAYOUTS

Year-To-Date Record (Summary)

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
105	107	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 - 999 or Blank		
108	114	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 - 9999999 or Blank		
115	117	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 - 999 or Blank		
118	124	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 - 9999999 or Blank		
125	127	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 - 999 or Blank		
128	134	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 - 9999999 or Blank		
135	137	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 - 999 or Blank		
138	144	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 - 9999999 or Blank		
145	147	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 - 999 or Blank		
148	154	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 - 9999999 or Blank		
155	157	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 - 999 or Blank		
158	164	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 - 9999999 or Blank		
165	343	179	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces		
		343			Total Record Length				

PELL GRANT RECORD LAYOUTS

External Origination Add Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
1	23	23	A/N	Yes	Origination ID	Unique number used to identify an origination.	Format: 999999999XX200100099900 Where: SSN - 001010001-999999999 Name Code - XX Year Indicator - 2001 Valid Attending Pell ID Orig Sequence Number - 00			SL108
24	32	9	N	Yes	Original SSN	Student's SSN from original FASFA.	001010001 - 999999999		Identifier	LX N104
33	34	2	A	Yes	Original Name Code	Student's name code from original FASFA.	Uppercase A to Z; .(period); '(apostrophe); - (dash); Blank: no last name		Identifier	LX N102
35	40	6	N	Yes	Attending Campus Pell-ID	Pell-ID of attending campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary.	Valid Pell-ID		Identifier Change creates new origination record.	ENT ENT09
41	45	5	A/N	Yes	ED Use	Reserved for future use.	Spaces			Not Mapped
46	58	13	A	No	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined		Data for this field will not be included in the record from EDExpress.	
59	59	1	A	No	Action Code	Code to indicate action to be taken.	Will always be blank		No editing	BGN08
60	60	1	N	No	No. of Payment Periods in Student's school year	Number of terms or payment periods in student's school year. For schools on special disbursement reporting must have a valid value if not record will be rejected.	1 - 9		Change usually occurs with increase in award amount	Grant Segment
61	67	7	N	Yes	Award amount for entire school year	Amount of award for student's entire school year. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX		Cannot exceed eligible award amount for student - award validation performed.	SL103
68	75	8	N	Yes	Estimated Disbursement Date #1	Date 1st disbursement to student will be made	CCYYMMDD: Range: DISBURSEMENT START DATE (20000701)-N days– DISBURSEMENT END DATE(20060930).			DB02
76	83	8	N	No	Estimated Disbursement Date #2	Date 2nd disbursement to student will be made	CCYYMMDD: Range: [see field position 68 in this record] or BLANK			DB02
84	91	8	N	No	Estimated Disbursement Date #3	Date 3rd disbursement to student will be made	CCYYMMDD: Range:[see field position 68 in this record] or BLANK			DB02

PELL GRANT RECORD LAYOUTS

External Origination Add Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
92	99	8	N	No	Estimated Disbursement Date #4	Date 4th disbursement to student will be made	CCYYMMDD Range [see field position 68 in this record] or BLANK			DB02
100	107	8	N	No	Estimated Disbursement Date #5	Date 5th disbursement to student will be made	CCYYMMDD Range [see field position 68 in this record] or BLANK			DB02
108	115	8	N	No	Estimated Disbursement Date #6	Date 6th disbursement to student will be made	CCYYMMDD Range: [see field position 68 in this record] or BLANK			DB02
116	123	8	N	No	Estimated Disbursement Date #7	Date 7th disbursement to student will be made	CCYYMMDD Range: [see field position 68 in this record] or BLANK			DB02
124	131	8	N	No	Estimated Disbursement Date #8	Date 8th disbursement to student will be made	CCYYMMDD Range: [see field position 68 in this record] or BLANK			DB02
132	139	8	N	No	Estimated Disbursement Date #9	Date 9th disbursement to student will be made	CCYYMMDD Range: [see field position 68 in this record] or BLANK			DB02
140	147	8	N	No	Estimated Disbursement Date #10	Date 10th disbursement to student will be made	CCYYMMDD Range: [see field position 68 in this record] or BLANK			DB02
148	155	8	N	No	Estimated Disbursement Date #11	Date 11th disbursement to student will be made	CCYYMMDD Range: [see field position 68 in this record] or BLANK			DB02
156	163	8	N	No	Estimated Disbursement Date #12	Date 12th disbursement to student will be made	CCYYMMDD Range: [see field position 68 in this record] or BLANK			DB02
164	171	8	N	No	Estimated Disbursement Date #13	Date 13th disbursement to student will be made	CCYYMMDD Range: [see field position 68 in this record] or BLANK			DB02
172	179	8	N	No	Estimated Disbursement Date #14	Date 14th disbursement to student will be made	CCYYMMDD Range: [see field position 68 in this record] or BLANK			DB02
180	187	8	N	No	Estimated Disbursement Date #15	Date 15th disbursement to student will be made	CCYYMMDD Range: [see field position 68 in this record] or BLANK			DB02
188	195	8	D	Yes	Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2000-2001 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD Range: 20000101 - 20010630			ENT:ENR18
196	196	1	A	No	Low Tuition & Fees code	Flag to identify tuition ranges when the annual tuition is less than or equal to maximum defined by low tuition and fees table	Value Tuition Range As per table or BLANK: low tuition does not apply	*		Grant Segment

PELL GRANT RECORD LAYOUTS

External Origination Add Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
197	197	1	A	Yes	Verification Status code	Status of verification of applicant data by the school	A: Accurate; C: Calculated; N: Not Selected; R: Reprocessed; S: Selected, not verified; T: Tolerance; W: Without Documentation		Only one disbursement can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. Once a student is selected he/she is always selected	Grant Segment
198	198	1	A	No	Incarcerated Federal Pell Recipient code	Students incarcerated in local penal institutions are not eligible to receive Federal Pell Grants.	BLANK: Not incarcerated Y: Yes, the student is incarcerated in a local institution, but is otherwise eligible. N: No, if student previously reported as incarcerated, but is not or is no longer. incarcerated			Grant Segment
199	200	2	N	Yes	Transaction number	Transaction number from eligible SAR used to calculate award	01 - 99		Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.	BGN02
201	205	5	N	Yes	Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR.	Range: 00000-EFC MAXIMUM.		Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.	ENT:AMT02
206	206	1	N	No	Secondary Expected Family Contribution	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. Or BLANK if Secondary EFC not used		Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.	Grant Segment

External Origination Add Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
207	207	1	N	No	Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	1 = Credit Hours - non-standard terms; 2 = Credit Hours - standard terms of quarters; 3 = Credit Hours - standard terms of semesters; 4 = Credit Hours - standard terms of trimesters; 5 = Clock hours; 6 = Credit Hours without terms;		The academic calendar dictates which Payment Methodology can be accepted. Used in award amount recalculation. If one of the following changes occur and associated disbursements have been processed, a new active origination record is created. Payments for the previous origination will be set to zero. From to To 1 to 2, 3, 4, or 5 2, 3, or 4 to 1 or 5 5 to 2, 3, 4, or 6 6 to 1 or 5	ENT:SCT01
208	208	1	N	Yes	Payment methodology	Formula used to calculate the student's Federal Pell Grant.	1 = Credit hour with standard terms in which Fall through Spring terms equal or exceeding 30 weeks, or equal or exceed academic year with waiver (AC: 2,3,4) 2 = Credit hour with standard terms in which Fall through Spring terms are less than 30 weeks without waiver (AC: 2,3,4) 3 = Credit hour with standard or non-standard terms (AC:1-4) 4 = Clock hour or Credit hour without terms (AC: 5,6) 5 = Nonresidential portion of programs offered by correspondence without terms (AC: 1-4, 6)		The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount recalculation.	Grant Segment
209	215	7	N	Yes	Cost of Attendance	Must equal or exceed minimum COA in Federal Pell Grant Payment Schedule	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000 - 9999999.		Used in award amount recalculation.	ENT:AMT02
216	216	1	A	PM 1,2,3,5	Enrollment status	The code that applies to the student's expected enrollment status for the AWARD YEAR. Changes to this field will be accepted for the entire award year. For Payment Methodology 1,2,3& 5 must be valid.	Blank or 1: Full-time; 2: 3/4 time; 3: ½ time; 4: Less than ½ time 5: Other		BLANK only if Payment Methodology is Formula 4. Used in award amount recalculation.	ENT:ENR641

PELL GRANT RECORD LAYOUTS

External Origination Add Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
217	218	2	A	Pay Meth 2,3,4,5	Weeks of instructional time used to calculate payment	The weeks of instructional time in which the student will be enrolled, and paid, as part of the academic year or program as defined for each Payment Methodology: PM 2: Weeks of instructional time in fall through spring terms PM 3: Weeks of instructional time in all terms expected to complete this school year PM 4: Weeks of instructional time for a full-time student to complete hours in prog or hours in the academic yr PM 5A: Same as Payment Meth 4 PM 5B: Same as Payment Meth 3 Must be completed for Payment Methodologies 2,3,4&5.	Blank or 00 - 78		Must be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount recalculation.	Grant Segment
219	220	2	A	Pay Meth 2,3,4,5	Weeks of inst. time in program's definition of academic year	The number of weeks of instructional time in the program's academic year. For Payment Methodology 2,3,4&5 must be valid.	Blank or 30 - 78		Can be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount recalculation.	Grant Segment
221	224	4	A	Pay Meth 4,5	Cr/clock hrs in all pay. periods expected to comp. this school year	Number of credit or clock hours you expect the student to complete and to be paid from the 2000-00 award year. For Payment Methodology 4&5 must be valid.	Blank or Ranges: 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6		Can be blank when using Payment Methodologies 1,2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.	Grant Segment
225	228	4	A	Pay Meth 4,5	Cr/clock hrs in program's definition of academic year	Number of credit or clock hours in this student's educational program's academic year definition. For Payment Methodology 4&5 must be valid.	Blank or Range: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6		Can be blank when using Payment Methodologies 1,2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.	Grant Segment
229	258	30	A	Unused	Reserved for expansion	Reserved for expansion	Leave blank			Not Mapped
259	264	6	N	Output	Reporting Campus Pell-ID	Pell-ID of reporting campus	Valid Pell-ID			
265	273	9	A/N	Output	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid social security number or BLANK if not matched			
274	299	26	A	Output	Student name	Full student name as reported to the CPS for the Transaction number reported. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	BLANK or Full name listed in order: Last Name 01 - 16 First Name 17 - 25 Middle Initial 26			

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PELL GRANT RECORD LAYOUTS

External Origination Add Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits	EDI
300	300	1	A	Output	CPS Verification Selection code	Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported.	BLANK = Not selected by CPS for verification * = Selected by CPS for Institution verification of applicant data			
		300			Total Record Length					

NOTE A Change to an Origination record is supplied in this same format. Changes apply to the entire award period * identifies fields in which Valid Values or Processing notes/Edits have been modified or added.

External Disbursement Add Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
1	23	23	A/N	Yes	Origination ID	Unique number used to identify an origination	Format: 999999999XX200100999900 Where SSN - 001010001-999999999 Name Code - XX Year Indicator - 2001 Valid Attending PELL ID Orig Sequence Number - 00	
24	36	13	A	No	Institution cross reference	This field can contain any cross reference information useful to the institution to identify student records internally	Institution defined	No editing
37	37	1	A	No	Action Code	Action code	Will always be blank	No editing
38	39	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year	01 – 90	Identifier 91-99 are Reserved for ED system generated disbursements
40	46	7	N	Yes	Disbursement Amount	Amount of disbursement for student's payment period.	Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT	
47	47	1	A	Yes	Debit/ Credit Indicator Flag	Indicates if the Disbursement Amount is a positive or negative	P - positive N - negative	
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student	CCYYMMDD Range: 20000621 - 20060930	Must be within N days prior of payment period start date
56	56	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing	Blank 1-9	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
57	64	8	N	No	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD Range: PP START(20000101) - PP END DATE (20011231)	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
65	72	8	N	No	Payment Period End Date	Ending date of Payment Period	CCYYMMDD Range: PP START(20000101) - PP END DATE (20011231)	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
73	73	1	N	No	No. of Payment Periods in Student's school year	Number of terms or payment periods in student's school year	1 - 9	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
74	80	7	N	No	Total Payment for the Payment Period	Amount of award for this Payment Period. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. Range: 0000000-AWARD AMOUNT	Cannot exceed eligible award amount for student - award recalc performed. Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.

External Disbursement Add Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values		Processing notes/Edits
81	81	1	A	No	Academic calendar for this payment period	Calendar which applies to this payment period for the student's educational program.	Blank or 1 = Institution uses non-stnd terms and measures progress by credit hours; 2 = Institution uses quarters and measures progress by credit hours; 3 = Institution uses semesters and measures progress by credit hours; 4 = Institution uses trimesters and measures progress by credit hours; 5 = Institution measures progress by clock hours; 6 = Institution does not use terms, but does measure progress by credit hours		Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
82	82	1	A	No	Payment methodology for this payment period	Report the formula used to calculate this payment for the student's Federal Pell Grant.	Blank or 1 = Credit hour with standard terms of Quarter, Semester, or Trimester equal to or exceeding 30 weeks (AC: 2,3,4) 2 = Credit hour with standard terms of Quarter, Semester, or Trimester less than 30 weeks (AC: 2,3,4) 3 = Credit hour with non-standard terms of Quarter, Semester, Trimester (AC:1-4) 4 = Clock hour or Credit hour without terms (AC: 5,6) 5 = Nonresidential portion of programs offered by correspondence with credit hours (AC: 1-6)		Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
83	89	7	N	No	Cost of Attendance for this payment period	Must equal or exceed minimum COA in Federal Pell Grant Payment Schedule	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000 - 9999999.		Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
90	90	1	A	PM 1,2,3,5	Enrollment status for this payment period	The code that applies to the student's enrollment status at the current time.	Blank or 1: Full-time; 2: 3/4 time; 3: ½ time; 4: Less than ½ time		Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.

External Disbursement Add Record

Start	End	Length	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
91	92	2	A/N	Pay Meth 2,3,4,5	Weeks of instructional time used to calculate payment for this payment period	Number of weeks used to calculate payment for this payment period by PM. PM 2: Weeks of instructional time in fall through spring terms PM 3: Weeks of instructional time in payment period PM 4: Weeks of instructional time for a full-time student to complete hours in prog or hrs in academic yr PM 5A: Same as Payment Meth 4 PM 5B: Same as Payment Meth 3	Blank or 00 - 78	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
93	94	2	A/N	Pay Meth 2,3,4,5	Weeks of inst. time in program's definition of academic year	Number of weeks in program's definition of academic year	Blank or 30 - 78	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
95	98	4	A/N	Pay Meth 4,5	Cr/clock hrs expected to comp in this Payment period	Number of Cr/clock hrs expected to completed in this payment period	Ranges: Blank or 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
99	102	4	A/N	Pay Meth 4,5	Cr/clock hrs in program's definition of academic year	Number of Cr/clock hrs in program's definition of academic year	Range: Blank or 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
		102			Total Record Length			

Appendix B

Glossary

A

Academic Calendar

Acceptable values are:

1 **Credit hour (nonstandard terms)**—Your institution uses nonstandard terms and measures academic progress by credit hours.

2 **Quarter**—Your institution uses standard quarters and measures academic progress by credit hours.

3 **Semester**—Your institution uses standard semesters and measures academic progress by credit hours.

4 **Trimester**—Your institution uses standard trimesters and measures academic progress by credit hours.

5 **Clock hour**—Your institution measures academic progress by clock hours.

6 **Credit hour without terms**—Your institution does not use terms but does measure academic progress by credit hours.

Academic Year

A measure of academic work to be accomplished by a student. A school defines its own academic year. However, federal statute and regulations set minimum standards to determine federal financial aid awards. For instance, the academic year must be at least 30 weeks of instructional time in which a full-time student is expected to complete at least 24 semester or trimester credit hours, 36 quarter credit hours, or 900 clock hours.

Acknowledgement Record

A file received in your SAIG mailbox from RFMS to indicate the status of batches that were transmitted to them from your institution.

Adjustment Sign

Indicates whether the net accepted change on the processed payment record is an increase (+) or a decrease (-). Zero change is also represented by a + (plus) sign.

Amount Disallowed Due to Errors/Assumptions

The portion of the student's Total Payment Ceiling you reported that the Federal Pell Grant processing edits disallowed. Zero (0) indicates no disallowance applies.

Amount of Net Accepted Change

Net change to the student's Total Payment Ceiling accepted by the Federal Pell Grant processing edits.

Annual Award

Full-time	Same as Scheduled Federal Pell Grant
Half-time	From 1/2 time Disbursement Schedule for this student's EFC and COA
Three-quarter-time	From 3/4-time Disbursement Schedule for this student's EFC and COA
Other	Same as Scheduled Federal Pell Grant
Less than half-time	From less than 1/2 time Disbursement Schedule for this student's EFC and COA

☞ ***Warning:*** *Additional edits used in Federal Pell Grant processing disallow Total Payment Ceilings that exceed 100% of the full award, if other schools have reported payments.*

Application and Pell Processing Systems Division

This organization manages the systems for the Federal Pell Grant Program.

ASCII

The acronym for the American National Standard Code for Information Interchange. This is one of the standard formats for representing characters and text files. This format is useful when importing files between programs.

Attended Campus

For independent campuses, this is the same as your Reporting Campus. For central administrative campuses and offices reporting for branch campuses with a unique Pell institution number, this is the campus the student actually attends.

Authorization to Submit Data

Authorization to submit Pell data to the Federal Pell Grant Program. This applies to all data you report to the Federal Pell Grant Program. It makes an administrator officially responsible for the accuracy and completeness of the submitted data.

Award Year

The award year begins on July 1 of one year and extends to June 30 of the next year. Funding for Federal Pell Grants and campus-based programs is provided on the basis of the award year. For example, a student is paid from funds designated for a particular award year, such as the 2000-2001 award year. The award year may be different than the institution's school year.

B

Backup

You should always make backup copies of your data. Copy database files to floppy diskettes or other magnetic medium for record keeping or recovery purposes.

Batch

A group of records gathered in one file for processing.

Batch ID

This number is generated by EDExpress when an institution batches a group of records. The batch ID is unique to that batch and its format is specified.

Batch Summary Report

The Batch Summary Report provides an overview of processing results and details the number of records that have rejects, corrections, and accepted for the disbursement batch. The report also tallies the frequency of each edit/comment code.

C

Certification

The initial step an institution takes to become a participant in the Pell Grant Automated Data Exchange. The school must call Title IV WAN Customer Service to begin the certification process for Electronic Data Exchange.

This certification does not give you authorization to submit Pell data to the Federal Pell Grant Program; your institution must give you this authorization.

COA

Cost of Attendance. COA is determined by the school, within the guidelines established by federal statute. COA is compared to a student's EFC to determine the student's need for aid. A student's COA includes tuition and fees, room and board expenses while attending school, and allowances for books and supplies, transportation, loan fees (if applicable), dependent care costs, costs related to a disability, and other miscellaneous expenses. In addition, reasonable costs for a study-abroad program and costs associated with a student's employment as part of a cooperative education program, and the cost for purchase or rental of a computer may be included.

For more information about the components used to calculate a student's Pell COA, see Chapter 4 of the 2000-2001 *Federal Student Financial Aid Handbook*.

CPS

Central Processing System, ED's processing facility for application data. The CPS receives student information from the application processors, calculates a student's official EFC, performs several eligibility database matches, prints the SAR, and produces ISIRs.

Current SSN

SSN, as reported by the student to the CPS as of this transaction number. If the student has changed the SSN through the CPS, the original SSN in the student ID will not match the current SSN.

D

Disbursement List Report

This report prints a list of disbursement records based on the criteria you specify in the Print dialog box. If no criteria are specified, then all disbursement records in Pell print on this report.

Disbursement Schedules

A spreadsheet schedule defining the student's scheduled Federal Pell Grant Payment amount as a result of COA and EFC.

DRN

The four-digit Data Release Number printed on the student's paper SAR. If the student did not list your institution on the paper FAFSA application, you may use the DRN to add your institution to the ISIR after receiving the student's permission to receive the ISIR data. This was formerly called a PIN.

DUNS Number

Data Universal Numbering Scheme. This number is assigned to the organization responsible for drawing funds for the reporting institution.

E

ED

Abbreviation for the U.S. Department of Education.

EDCAPS

Education Central Automated Processing System, ED's new centralized financial management system.

EDE

Electronic Data Exchange. EDE allows participating destination points to exchange Federal Student Aid application data and Federal Pell Grant payment data electronically with the RFMS.

EDExpress

Software package used to enter, manage, and report Title IV student financial aid applications and federal Direct Loans.

Edit/Comments by Student Report

This report details the edits and comments applied by the Federal Pell Grant Program for a single student (Single) or a group of students (Multiple) processed Pell Payment data. Only corrected or rejected records will have edits/comments.

Electronic Data Request

Electronic transmission request to the RFMS for processed Pell Payment data, YTD Data, or Statement of Account and Multiple Reporting Record data.

ESOA Report

The ESOA (Electronic Statement of Account) report details your institution's Pell grant spending authorization and the amount expended (the total amount submitted on Pell recipient records) to date.

Eligible Applicant File

A file used by ED's database that lists all the Pell-eligible ISIR/SAR transactions. If a record is rejected/not retained (for instance, if the Original SSN is invalid), it is not found in the original applicant file.

Enrollment Date

This is the date classes begin for the student's program in the 1998-99 school year. The date cannot be less than 07/2000 (July 2000) unless the student's program overlaps two Federal Pell Grant award years, as with summer school students.

If the student is expected to complete a payment period to be paid from the 2000-2001 award year but which overlaps another award year, this date is the first month of classes that will be paid from the 2000-2001 award year. See Reported Date Enrolled.

Enrollment Status

Used only for payment methodologies 1, 2, 3, and 5.

Input values are:

1	Full time
2	Three-quarter time
3	Half time
4	Less than half time
5	Other

or blank

ESOA

Abbreviation for an Electronic Statement of Account.

ED produces an ESOA whenever the Federal Pell Grant Program adjusts your current Federal Pell Grant authorization. The processing of a batch does not necessarily result in a change to an institution's current Federal Pell Grant authorization. Therefore, you will not necessarily have an ESOA every time you have a batch processed.

ESOA Import Report

Details the record layout for the ESOA import.

Estimated Disbursement Date

The date an institution expects to make a disbursement to a student.

Export

The EDExpress export function creates a batch of data records that are ready to be sent to the Federal Pell Grant Program. The FAA must export the batch via EDconnect within the Title IV WAN software.

F

FAA

Abbreviation for the financial aid administrator. The FAA is officially responsible for the accuracy and completeness of all data awards submitted to the Federal Pell Grant Program.

FAA Fax Number

This is the fax number, including area code, of the financial aid office for this campus.

FAA Name

Financial aid administrator name. This is the name of the administrator officially responsible for the accuracy and completeness of all data submitted to the Federal Pell Grant Program.

FAA Telephone Number

This is the phone number, including area code, of the financial aid administrator officially responsible for the accuracy and completeness of all data submitted to the Federal Pell Grant Program.

FAFSA

Free Application for Federal Student Aid. The application filled out and filed by a student that collects household and financial information used by the Federal Government to calculate the EFC.

The types of FAFSA include:

- On the Web
- EDExpress
- Electronic applications
- Paper FAFSA
- Renewal FAFSA on the Web

FAT

Abbreviation for Financial Aid Transcript.

Federal Pell Grant Payment Schedule

Schedule of Federal Pell Grant awards for full-time students attending a full year. The schedule is based on EFC and COA. See also Disbursement Schedules.

Federal Pell Grant Program Hotline

1-800/4-P-GRANT (1-800/474-7268) or e-mail: #pell_systems@ed.gov

Call the Federal Pell Grant Program Hotline for help with:

- Individual record rejects
- Reject batches
- Batch status
- Electronic Statement of Account

For users who do not have an e-mail account setup on the same computer as EDExpress, the e-mail address for the Pell Systems is #pell_systems@ed.gov.

Federal Pell Grant Program Institutional Access System

1-800/4-P-GRANT (1-800/474-7268)

Call the Federal Pell Grant Program Institutional Access System for help with

- Financial information
- Batch processing status
- Document requests
- Messages
- Customer support

See the Pell Payment Desk Reference for more information

Federal Student Aid Hotline

1-800/4-FED-AID or 1-800/433-3243

Call the Federal Student Aid Hotline for help with

- Student Financial Aid Program questions
- NSLDS Borrower Tracking Questions
- Distribution of Selected Publications

Representatives are available to assist you 7 a.m.-7 p.m. CT, Monday through Friday, excluding holidays

Federal Student Aid Information Center

1-319/337-5665

Call the Federal Student Aid Information Center for help with

- Application status
- Address and School Changes (student only)
- Duplicate Student Aid Reports

Representatives are available to assist you 7 a.m.-7 p.m. CT, Monday through Friday, excluding holidays

Financial Control

A code indicating the source of financial control for your institution. Use the code that best describes your institution:

1	Public
2	Private, nonprofit
3	Proprietary

G

GAPS Award

Grants Administration and Payment System Award. A program within EDCAPS that supports Title IV award and payment administration. GAPS houses the complete grant cycle. Under GAPS schools can request funds through each Student Financial Aid program using the program and fiscal year designation that ED has assigned to the authorized funds.

GED

General Education Development certificate. Students receive a GED if they have passed a high school equivalency test.

H

Hours/Credits in Program Academic Year

This is the total number of clock hours or credit hours in the academic year definition for the program of study in which the student is enrolled. Provide this information if the school measures academic progress by clock hours or credit hours, but does not have terms.

I

Import

The Import function pulls files into the EDExpress database, from batches transmitted by the Federal Pell Grant Program (RFMS) to your institution mailbox.

Incarcerated

Students incarcerated in federal or state penal institutions are not eligible to receive Federal Pell Grants. This includes penal institutions of jurisdictions, such as the District of Columbia, defined as a state in the HEA.

Institution Type

A code describing the length of the majority of programs at the institution. Use the code that best describes your institution. This number can range from one to six.

1 Less than one year

2 One year but less than two years

3 Two years but less than three years

4 Three years but less than four years

5 Four years (baccalaureate degree only)

6 Five years or more

Institutions that cannot be described by one of these codes should leave this field blank.

Institutional Cross-Reference

This can be any cross-reference information useful to identify student records internally at your campus.

Institutional Disbursement Option

NEW! *New for 2000-2001* - Cash Monitoring Level 2/Reimbursement is a new Institutional Disbursement option on the Pell Institution setup screen. This option, option 3, is used by Cash Monitoring Level 2 schools and schools who are on reimbursement and prompts an edit requiring these schools to complete special disbursement records that are then reviewed by the regional case management oversight and reimbursement analysts.

Advanced, Just-in-Time Funding, and Cash Monitoring Level 2/Reimbursements methods are the three options available for disbursing funds in Pell.

Option	Funding Method
1	Advanced Funding
2	Just In Time
3	Cash Monitoring Level 2/Reimbursements

ISIR

Institutional Student Information Record. A federal output record that contains the student's EFC as calculated by the CPS and all the financial and other data submitted by the student on the FAFSA.

The ISIR can be received electronically by schools that participate in the EDE system, if the student has authorized the institution to receive the data.

An EFC does not necessarily indicate the student is eligible to participate in the Federal Pell Grant Program. The Federal Pell Grant Program serves undergraduate students only. If the student's application indicates the student has a bachelor's degree or is enrolled in a graduate/professional program, the student is ineligible for a Pell award.

L

LAN

Abbreviation for a Local Area Network. Method of connecting several PCs and allowing them to share software, files, and devices such as printers.

LOA

Abbreviation for a Letter of Application. This is the agreement schools must sign to participate electronically in EDE.

List - Batch Activity Report

This report prints an activity log of all batches created in the Pell module.

List - Processed Disbursements Year-to-Date Report

This report prints a listing of the totals for all accepted or corrected disbursement records in the database. Dollars and cents print for all amounts on this report.

M

Message Classes

<all>	Grant Header Records
<all>	Grant Trailer Records
PGRA01OP	Data Request Acknowledgement
PGRQ01IN	Data Request Record
PGDA01OP	Disbursement Acknowledgement Records
PGDR01IN	Disbursement Records
PGTX01OP	ED Comments in ASCII Text Format
PGLT01OP	ED Letters in PDF Format
PGEO01OP	External Origination Add Records
PGED01OP	External Disbursement Add Records
PGIA01OP	Institution Data Acknowledgement
PGID01IN	Institution Data Record
PGMR01OP	Multiple Reporting Record
PGOA01OP	Origination Acknowledgement Records
PGOR01IN	Origination Records
PGSD01OP	Special Disbursement Acknowledgement Record
PGSP01IN	Special Disbursement Record
PGAS01OP	Statement of Account Records
PGYR01OP	Year to Date Records

Multiple Reporting Record

The RFMS responds to data requests for multiple reporting information with a file that acknowledges other institutions that have reported origination and/or disbursement data for their students.

Six options are available for requesting multiple reporting information.

OA	Originated students for all institutions
OS	Selected originated students
OI	Originated students for selected institutions
DA	Disbursed students for all
DS	Selected disbursed students
DI	Disbursed students for selected institutions

For all MRR imports, you receive an edit report.

N

Name Code

The name code is the original first two characters of the student's last name as processed by the Application Processing System. For example, for the student "O'Boy, Virginia E.," the first two characters are "O'"and are the first two characters in the name code.

Number of Payment Periods

If you enter 6 (Other) in the Payment Frequency field, you must report the number of payments you make to your Federal Pell Grant recipients in a school year.

O

Original SSN

The Original SSN is the first Social Security number (SSN) reported by the student as it was first processed through the Application Processing System for this award year. This is the number that must be entered when creating a new Pell Payment data record.

If the student or the Application Processing System made an error in this number, and the student files a Part 2 SAR correction, the student's Current SSN changes, but the Original SSN remains the same.

If the student makes an error and shares an Original SSN with another student also seeking a Pell Grant award, the error must be corrected via a Correction Application.

For more information see Origination ID.

Origination ID

Each payment record has a unique origination ID that Pell assigns when you create the record. The ID is 23 characters long and is composed of:

- Student's original SSN as it was processed in the CPS
- Name code (first two characters of the last name as they appear on the first 2000-2001 FAFSA from the applicant) as it was processed in the CPS
- Award year
- Attended Campus Pell ID
- Origination Sequence Number assigned by the EDExpress software

Origination Record

The Origination Record is used to report to RFMS that the school intends to make a Pell Grant payment to a particular student.

Origination List Report

This report prints a list of origination records based on the criteria you specify in the Print dialog box. If no criteria are specified, then all records in Pell print on this report.

Origination Status

This box indicates the current status of the origination record. Valid entries include:

A	Accepted
B	Batched
E	Error
N	Not Ready
R	Ready
T	Transfer

P

Packaging

An EDExpress component that allows you to create award packages, maintain established fund balances, create award letters, and create data to use in FISAP reporting. You can create Pell Origination records by importing from the Packaging module.

Program Participation Agreement

Also called a PPA. The PPA is a form used to indicate the type of EDE service for which a destination point wants to participate. Only schools new to EDE or schools wanting to change their EDE services need to complete this form.

Payment Methodology

Method of calculation used to determine a student's award, established in the final Federal Pell Grant Program regulations published November 1, 1994.

The five methods are:

1 Standard-term, credit-hour program where weeks in program's academic year is greater than 30 weeks

2 Standard-term, credit hour program in which the weeks in program's academic year is less than 30 weeks

3 Any term-based, credit hour program

4 Clock-hour programs and credit hour programs without terms

5 Programs offered by correspondence

See Chapter 4 of *The Federal Student Financial Aid Handbook* for more information.

Pell

The EDExpress Pell module is used to report student data to the Pell Grant Recipient and Financial Management System (RFMS). RFMS is a Title IV automated system that supports the operational mission of the Federal Pell Grant Program managed by the Application and Pell Processing Systems Division (APPSD) and the Student Aid Origination Team (SAOT). Serving the recipients of grants from the Pell Grant Program, RFMS contains data on Pell Grant recipients and manages the disbursement and accounting of Pell Grant funds to institutions. RFMS collects both Pell origination and Pell disbursement records for students who are Pell eligible.

Pell Origination Record Report

This report will print any record in Pell. You may opt to print out edits/comments and/or disbursement information by clicking the appropriate option in the Print dialog box.

Pell Processing Date

Date that the payment record was processed through the RFMS.

Process Date for Application Transaction

Date that the student applicant transaction (with a specific transaction number) was processed by the CPS.

Processed Edits/Comment Codes

These codes correspond to unique messages created in RFMS when student payment data reported by the institution is found to be in error or inconsistent with related data.

Processing Cycle

Corresponds to a specific award year and refers to the time period during which the Federal Pell Grant Program accepts data. In the 2000-2001 Pell Grant award year, the processing cycle is July 1, 2000 – September 30, 2001.

Processing Date

Date that the payment record was processed through the RFMS

R

Record Layouts

This report lists all the fields for the record layouts specific to the Federal Pell Grant program. The printed report includes the field name, field length, start position, and end position. Available record layouts include:

RL - Grant Header Record
RL - Grant Trailer Record
RL - Origination Record
RL - Origination Acknowledgement Record
RL - Disbursement Record
RL - Disbursement Acknowledgement Record
RL - Special Disbursement
RL - Special Disburse. Acknowledgement Record
RL - ESOA - Summary
RL - ESOA - Detail
RL - External Origination Add Record
RL - External Disbursement Add Record
RL - Institution Data Record
RL - Institution Data Acknowledgement Record
RL - Data Request Record
RL - Data Request Acknowledgement Record
RL - Multiple Reporting Record
RL - Year-to-Date Origination Record
RL - Year-to-Date Disbursement Record
RL - Year-to-Date Summary Record

Regenerate

To regenerate a batch means to recreate the batch with the same number of records and the same batch number as the original batch. This function is useful when a batch is corrupted or lost in transmission or when you cannot find the original batch file.

Reported Date Enrolled

First date the student was enrolled, as reported by the institution (see Date Enrolled This Award Year). This date cannot be earlier than 01012000.

For information about terms across award years, see Chapter 4 of *The Federal Student Aid Handbook* 2000-2001.

Reporting Campus

This is the six-digit Pell Institution Number for a participating independent campus or central administrative campus/office for branch campuses that have unique Pell IDs. The Reporting Campus is the funded institution.

RFMS

Abbreviation for the Recipient and Financial Management System.

S

SAIG

The SAIG or Student Aid Internet Gateway links thousands of network nodes, or destination points across the United States, its territories, and certain ED-designated foreign countries to the Higher Education Act's Title IV Student Financial Aid Programs and delivery system.

Destination points communicate with the SAIG using a PC or mainframe computer to transmit and receive data. Destination points are postsecondary institutions, Loan Origination Centers, guaranty agencies, lenders, ED headquarters and regional office personnel, ED Title IV Applications System contractors, state scholarship and financial aid organizations, other federal agencies, and ED-designated entities.

SAR Information Acknowledgement

A non-correctable one-page SAR composed of Part 1 only; it is sent to students who transmit electronic applications or corrections through their schools.

Scheduled Federal Pell Grant

The amount that would be paid to a full-time student for a full academic year within this Pell Grant award year based upon the student's EFC and COA. See Payment Schedule for the 2000-2001 award year amounts.

School Year

The institution's academic year. The school year may be different than the Federal Pell Grant Program Award Year.

Secondary EFC Used Code

A code indicating the EFC on which the institution based the student's Federal Pell Grant award.

The acceptable values are:

O	Award previously based on secondary EFC.
S	Award based on secondary EFC
Blank	Primary EFC used in calculating award

If the student's award data in the RFMS is updated to show a change in the award calculated when using the secondary EFC, but the student doesn't have a secondary EFC, the data is rejected. To show the student's data has been updated to show the change in the award, the FAA must report S (Secondary EFC used in calculating award) or the data will continue to be rejected.

Security Level

The access to groups of functions that is assigned to each user of EDExpress by the system administrator.

Security Level	Functions available
1	System administrator -- all functions
2	All functions except Utilities and Security
3	Report functions only

SOA

Statement of Account. The SOA is a summary of a school's Pell Grant award year account produced when authorization level changes.

SSN

Social Security Number. It is the nine-digit identifier assigned by the Social Security Administration (SSA).

SSN/Name Differences Report

This report lists all records that have Original SSNs that are different from Current SSNs or Name Codes that are different from the first two characters of the last name.

Students by Payment Period Report

This report lists all records and their payment status by payment period.

T

Title IV WAN Customer Service

1-800/615-1189

Call Title IV WAN Customer Service for help with:

- Transmission errors
- Billing and invoices
- Network password changes and resets
- OPEnet software
- EDE enrollment and participation
- Software and user manual distribution

Representatives are available to assist you between 7 a.m. and 10 p.m. CT, Monday through Friday, excluding holidays. You may also send your inquiries via e-mail to t4wan@ncs.com.

Total Payment Ceiling

The maximum available award a student may receive during a full academic year for a given enrollment status, EFC, and COA. This amount is also based on the payment methodology and eligibility used.

Trailer

The control record at the end of each batch transmission. A trailer error causes the batch to be rejected.

Transaction Number

The two-digit number that identifies a valid Pell-eligible ISIR/SAR transaction used to calculate and disburse the student's award. The student's SSN, the name code, and the transaction number used together form the Original SSN.

If you would like to change the transaction number, click the ellipsis (...) button. This displays a grid of all Pell eligible ISIRs on your database for the student. When you select a transaction, EDExpress automatically defaults in the associated EFC, Secondary EFC, and Verification Status values on the origination record.

For more information, see ISIR and SAR.

Transfer Student List Report

The Transfer Student List report lists all transfer students with disbursement records.

Types of Eligible Institutions

The institutional eligibility regulations define three types of eligible institutions. Under all three definitions, a school is eligible to participate in all the SFA Programs, provided the school offers the appropriate type of eligible program.

Public schools are tax-supported, nonprofit institutions.

Private schools are nonprofit institutions supported primarily by a non-governmental agency.

Proprietary schools are private, for-profit institutions.

Note: A school can meet the definition of more than one type of institution.

U

User ID

A user ID is a string of one to eight characters that identifies you in EDExpress. When logging in to EDExpress, you enter your user ID and password.

The first time you log in, the default user ID and password is SYSADMIN. EDExpress prompts you to change the default by creating a new user ID and password. Within Security, you can then establish user groups, IDs, and passwords for your staff.

V

Verification Status Code

A code that you enter that best describes the method under which you made payment to the student, as described in the Verification Handbook. The codes that can be entered are:

N	Not selected for applicant data verification by CPS
A	Accurate data
W	Without documentation (made first payment before completing applicant data verification)
T	Tolerance
C	Calculated
R	Reprocessed corrected applicant data through CPS (transaction number 02-99 only)
S	Selected for applicant data verification by CPS; 30% verification limit for applicants reached, or institution is exempt from process, because applicant data not verified

*Note: An * (asterisk) after the EFC indicates the CPS selected the student for applicant data verification. N (not selected) is invalid for students the CPS selected.*

W

Weeks In Program Academic Year

The number of weeks of instruction in the institution's academic year.

Blank	Schools using payment methodology 1
30-78	All other payment methodologies

The number of weeks of instruction in the institution's academic year. If an institution's Academic Year is less than 30 weeks, you must report 30 due to Federal Pell Grant Program minimum requirements. If an institution's academic year is greater than 30 weeks, report the actual number of weeks required.

Weeks Used to Calculate Payment

The total number of weeks of instruction in the student's program of study's Academic Year.

Blank	Payment methodology 1
00-29	Payment methodology 2
00-78	All other payment methodologies

See Chapter 4 of *The Federal Student Financial Aid Handbook* for examples of award calculations.

Y

YTD Data

Year-to-date data. Total year-to-date processed payment records that were not rejected/not retained and were accepted by the RFMS for an institution as of the current date for a school year.

YTD Data Request Record

Details the record layout for the year-to-date EPPD data requests.

Appendix C

Exercise Answers

Unit 1 - Lesson 1

Now let's try an exercise to see how much you've learned about the RFMS process.

Click the icon on your desktop called "RFMS Puzzle." Follow the directions. You'll come to a screen with out-of-order pieces of the RFMS diagram we saw earlier. Your goal is to create a logical flow chart of the process by using your mouse to drag and drop the pieces of the puzzle. If you make a mistake, the puzzle piece returns to its starting position. If you are correct, the puzzle piece stays in place in its new position. Take a few minutes to work on this, and have fun!

Unit 1 - Lesson 2

Instructions

Use the steps outlined below and the following data to complete the setup for the reporting campus that we demonstrated in class:

Step	Action
1	Select **Tools/Setup/Pell/Institution** from the main menu.
2	Identify the campus as reporting by clicking on the Reporting icon.
3	Click **OK**. The Pell Institution Setup screen is displayed.
4	Type the reporting campus Pell ID, which is **011111**. The name and address fields for the institution automatically default from the EDExpress Institution database.
5	Complete the Miscellaneous Information section of the screen by selecting the value provided below for each field.
6	Click on the Estimated Disbursements button and enter the Estimated Disbursement Dates.
7	Complete the Enrollment Information section of the screen by selecting the value provided below for each field.
8	Complete the Cost of Attendance section of the screen by selecting the value provided below for each field.
9	Complete the FAA Information section of the screen by selecting the value provided below for each field.
10	When all of the information is entered, click the Save icon to save the record.

Field Value Data:

Pell ID Information

Reporting Campus: 011111
Attending Campus: 011111

Institution Information

Name:	SFA University
Address 1:	123 Main Street
City:	Anytown
State:	VA
Zip:	22203
Default Institution?	Yes

Unit 1 - Lesson 2, cont.

Field Value Data, continued:

FAA Information

Name:	M SMITH
Internet:	msmith@sfa.edu
Telephone Number:	999-99-99999

Misc Information

Institution Type:	6
Financial Control:	1
Institutional Disbursement Option:	1
Enrollment Date:	08/28/2000
Number of Payment Periods in Student's School:	2
Estimated Disbursements:	09/01/2000 01/15/2001

Enrollment Information

Enrollment Status:	1
Academic Calendar:	3
Payment Methodology:	1
Weeks in Program Academic Year:	
Hours/Credits in Program Academic Year:	

Cost of Attendance

1:	10,000
2:	12,000
3:	14,000

1. Which cost of attendance figure will be automatically placed on each student's record?

   The first one

2. How can you tell which fields require an entry?

   The yellow fields require a valid entry before EDExpress will save the record.

3. What is the primary purpose for Pell Institution Setup?

   To save you keystrokes and effort. Values entered in Pell Institution Setup are added automatically to each student's record, so you do not have to enter them manually. If necessary you can change default data on a student's record.

Unit 2 - Lesson 1

Instructions

Complete the following true/false quiz to review what you have learned so far about origination.

True or False

___T___ You must have an accepted origination record on file at the RFMS for every student who receives a Federal Pell Grant.

___F___ The student must be enrolled at your school before you can transmit an origination record.

___F___ Your origination record will be rejected if another school has submitted an origination record for the same student.

___T___ You can send the origination record at the same time as the disbursement record.

___F___ You are required to disburse Pell Grant funds to the student on the dates you indicate on the origination record.

___F___ Your disbursement record will always be rejected if it reports a disbursement amount less than the award amount on the origination record.

___T___ Your origination record will be rejected if the student did not submit a valid, Pell Grant-eligible FAFSA.

___F___ You do need to notify RFMS if you submitted an origination record for a student and the student did not actually receive a Pell Grant.

___F___ The RFMS will reject your origination record if it calculates an award amount higher than the one you reported.

___F___ You are required to use EDExpress to create origination records.

Unit 2 - Lesson 2

Scenario

You are a financial aid administrator at SFA University. George Jones, a new student at your school, brings his SAR to you. You have not yet received his ISIR yet because he did not indicate SFA University on his FAFSA. However, you want to go ahead and create an origination record for him anyway.

George's information follows:

SSN:	**891-11-1111**
Transaction Number:	**01**
EFC:	**372**
Enrollment status:	**Half-time**
Origination Award Amount for Entire Year:	**1475**
Verification Status:	**N**

Instructions

1. Create and save an origination record for George Jones using the steps provided below.
2. Answer the questions at the end of the exercise.

Step	Action
1	Select **File/New** from the menubar
2	Type the SSN, then click **OK** The demographic record is displayed.
3	Type the student's last and first name.
4	Click the diskette icon to save the record.
5	Click **OK**.
6	Click on the Pell Grant tab to move to the Pell Grant origination screen.
7	Click on the + button to create a new record
8	Type the student's name code and click **OK.**
9	Enter the student's information in the appropriate fields. Press **Tab** to move forward through the fields. Press **Shift-Tab** to move in reverse.
10	Click the **diskette** icon to save the record.
11	Click **Yes**.
12	Click **OK**.
13	Select **File/Close** from the menu bar.

Unit 2 - Lesson 2, cont.

1. What function key is used to see what data is acceptable for required fields?

   F1

2. What numeric code is associated with half-time enrollment status?

   3

3. What is George Jones' Total Payment Ceiling?

   $1475

4. What would George Jones' Total Payment Ceiling be if he was attending full-time?

   $2950

5. Is George Jones' record ready to be batched for transmission to the RFMS?

   Yes

Unit 2 - Lesson 3

Scenario

You would like to originate Pell Grant awards for ISIRs you have just received that were not selected for verification. You do not want to originate the records that have been selected for verification until you have completed the verification process.

Instructions

1. Import all ISIR records that were selected for verification into the Pell module. If necessary, use the step-by-step keystroke instructions below.
2. Review the questions at the end of the exercise, and answer them as you proceed through the exercise.

Step	Action
1	Select **File/Import** from the menu bar.
2	Click the App Express tab.
3	Select **ISIR Data - Automatic** as the import type.
4	Click the File button, then click on **SARA01OP.DAT**.
5	Click **Open**.
6	Click **Screen** to route your edit report to the screen.
7	Click **OK**. Review the batch import statistics.
8	Click **OK**. Review the Import Edit Report.
9	Click the Close button on the toolbar.
10	Select **File/Import** from the menu bar.
11	Click the Pell Grant tab.
12	Select **Origination Data - ISIRs** as the import type.
13	Click **Screen**.
14	Click **Selection Criteria**.
15	Click the ellipsis button next to Query Title.
16	Click on **Not Selected for Verification**.
17	Click **OK.**
18	Click **OK** again.
19	Click **OK** to begin importing.
20	Review the batch import statistics, then click **OK**.
21	Review the Import Edit report, then click **Close** on the tool bar.

Unit 2 - Lesson 3, cont.

1. How many records did you receive from the CPS and import into the App Express module of EDExpress?

   15 data records

2. How many records did you import into the Pell module?

   10

3. Are the records you imported into the Pell module ready to be batched for transmission to RFMS?

   No

Unit 2 - Lesson 4

Scenario

After importing all of the ISIRs not selected for verification (completed as the Lesson 3 exercise), you decide to update selected origination records with award amounts of $3,300.

Instructions

1. Use the Multiple Entry function to update the award amount to $3,300.00 on all origination records in your database that have an EFC = 0. Also, change the origination status of all records to "Ready" using the Multiple Entry function. If necessary, use the step-by-step instructions below.
2. Answer the questions at the end of the exercise.

Step	Action
1	Select **Process/Multiple Entry/Pell** from the menu bar.
2	Mark the Award Amount field, and enter 3300 as the value.
3	Mark the Ready to Export field and the box in the value column.
4	Click **Screen** as the Report Destination.
5	Click the Selection Criteria button.
6	Click the ellipsis button next to the Query title.
7	Click on **EFC = 0** and then click **OK**.
8	Click **OK**.
9	Click **OK** again.
10	Click **Save**, then click **Yes** twice to confirm.
11	Review the Edit report, then click the close button on the toolbar.

1. How many records were successfully updated with an award amount of $3,300?

    3

2. Are these records ready to be batched for transmission to RFMS?

    Yes

Unit 2 - Lesson 5

Scenario

As you arrive at work this morning, you read an e-mail from your boss asking you to complete two tasks before noon.

- Export the origination records you have created so that your EDExpress administrator can transmit the file to the RFMS today.
- Provide your boss with a list of all origination records that have been created for independent students.

Instructions

1. Export all origination records and print an origination list, in origination ID order, containing only independent records. If necessary, use the step-by-step instructions below.
2. Answer the questions at the end of the exercise.
3. Refer to the origination status codes on page 2-21 if necessary.

Step	Action
1	Select **File/Export** from the menu bar.
2	Click the Pell tab.
3	Select **Origination Data - RFMS** as the export type.
4	Click **OK**.
5	Review the Export Statistics box. Click **OK** to continue.
6	Select **File/Print** from the menu bar.
7	Click the Pell tab.
8	Select **Origination List**.
9	Click **Screen** to route the listing to the screen.
10	Click **Selection Criteria**.
11	Click the ellipsis button.
12	Click **Dependency Status**, then click **OK**.
13	Click **OK** again.
14	Use the list in the Field Value column to select **I**, for Independents.
15	Click **OK**, then click **Close**. You have developed a query to select your independent students on the database.
16	Click **OK** to run the report.
17	Review the report, then click the Close button.

Unit 2 - Lesson 5 , cont.

1. How many origination records were in the batch that you exported?

   4

2. What was the message class of the batch that you exported?

   PGOR011N

3. What was the origination status on the records you exported **before** you exported them?

   Ready

4. What was the origination status on the records you exported **after** you exported them?

   Batched

5. How many records for independent students are in your database?

   2

6. How many of the records for independent students have been exported?

   2

Unit 2 - Lesson 6

Scenario

One of your job responsibilities is to import and review all origination records received from the RFMS. Your processing schedule indicates that you import acknowledgements.

Instructions

1. Import the acknowledgement file that is in your C:\IAM\DATA folder. If necessary, use the step-by-step instructions below.
2. Answer the questions at the end of the exercise.

Step	Action
1	Select **File/Import** from the menu bar.
2	Click the **Pell tab**.
3	Select **Origination Acknowledgement - RFMS** as the import type
4	Click **File**.
5	Click on the **PGOA01OP.DAT** file, then click **Open**.
6	Select **Screen**, then **OK**.
7	Review the edit report box, then click **OK**.
8	Review the edit report, then click **Close.**

1. What was the message class that you imported?

   PGOA010P

2. How many records were in the acknowledgement file?

   4 data records

3. What was the total amount of the awards accepted by RFMS?

   $11375

4. Where in EDExpress could you find information about the batch you just imported and all other batches that you have imported and exported?

   Go to Tools/Browse/Pell and select Batch Activity.

Unit 3 - Lesson 1

Instructions

1. Read the two scenarios and answer the questions that follow.
2. Take the true/false quiz to review and reinforce what you have learned so far about disbursements.

Scenario #1

You are using a system—other than EDExpress— to create origination and disbursement records. You create an origination record for Jane Hughes showing an award amount of $1,850. You submit a disbursement record for the first payment period with a disbursement amount of $1,650. You submit a disbursement record the second payment period that also has an amount equal to $1,650.

1. What information will appear on the acknowledgement record for the first disbursement?

Disbursement amount $ *1650*
Action Code *A*
A = Accepted
C = Corrected
E = Rejected

2. What information will appear on the acknowledgement record for the second disbursement?

Disbursement amount $ *200*
Action Code *C*
A = Accepted
C = Corrected
E = Rejected

Scenario #2

During the summer of 2000, you submit an origination record for Jim Hogan showing an award amount for the full year of $2,350. The award amount assumes that Jim will attend full-time. In early September, you submit a disbursement record showing that you plan to make a payment to Jim of $783.33 on September 21st , after the beginning of the first term. The disbursement amount assumes that Jim will enroll half-time. However, a week before the actual disbursement date, Jim changes his enrollment status to full-time. He now is entitled to only $391.67. You need to send another disbursement record to the RFMS reporting the change.

1. What information do you report on the disbursement record?

Disbursement Amount $ *391.66*
Debit/Credit Indicator *N*
P = Positive
N = Negative

2. Do you need to submit another origination record?

No

Unit 3 - Lesson 1, cont.

True or False

__T__ You must report to the RFMS each Pell Grant disbursement made to each eligible student.

__T__ Your school may submit special disbursement records even if it is not on the Reimbursement or Cash Monitoring funding methods.

__F__ Under certain conditions, RFMS will accept a disbursement record before it has received and accepted an origination record.

__F__ Schools under the Advance funding method are required to submit disbursement records within five days of making payment to the student.

__T__ If you submit an origination record with a verification status equal to W, RFMS will not accept a second disbursement record for the student until you submit a new origination record indicating that you have received full documentation from the student and have completed verification.

Activity

For training purposes, we need to set the date on each PC to 08/30/200 so that the system will accept any disbursements that we process.

Complete the following steps to change the date on your computer:

Step	Action
1	Click on the **Start** button on the Windows Start up screen.
2	Select **Settings**.
3	Select **Control Panel**.
4	Double click on the **Date/Time** icon.
5	Select the month **August** from the drop down menu.
6	Click on the day, the **30th**, on the calendar. Leave the year at 2000.
7	Click **OK** to process the date change.

Unit 3 - Lesson 2

Instructions

Read the two scenarios and answer the questions that follow.

Scenario #1

Eric James is enrolled in a clock hour program at Hogan Technical Institute. Hogan reports an enrollment date of August 30, 2000 on the origination record it submits for Eric. Eric is also enrolled part-time at Bay Community College. Bay submits an origination record showing a September 7, 2000 enrollment date. Both origination records show that Eric's Scheduled Award is $3,300. Hogan Technical Institute transmits a disbursement record on August 23rd with a disbursement amount of $1,650. On September 7th, Bay Community College also submits a disbursement record with a disbursement amount of $1,650.

1. Will the disbursement amount on Hogan's disbursement record be accepted by the RFMS?
   Yes
2. Will an MRR be sent to both schools after Hogan submits its disbursement record notifying them that Eric is concurrently enrolled?
   No
3. Will the disbursement amount on Bay's disbursement record be accepted by the RFMS?
   Yes
4. Will an MRR be sent to both schools after Bay submits its disbursement record? If yes, what record type flag would appear on the MRR?
   Yes, CE

Scenario #2

Jamel Wilkins enrolls in Big State University for the fall term. Big State submits an origination record with an enrollment date of August 24, 2000 and an award amount of $3,300. On August 20, the financial aid office creates and submits a disbursement record for Jamel showing a disbursement amount of $1,650, or 50% of his scheduled award.

For the spring, Jamel decides to continue full-time at Big State and enroll for two courses (as a half-time student) at Bay Community College. Bay submits an origination record for Jamel on December 20 showing an enrollment date of January 15, 2000. They submit a disbursement record on January 10 with a disbursement amount of $825, or 25% of his scheduled award. Bay receives an acknowledgement record that indicates that the disbursement amount was accepted by RFMS. Big State submits a disbursement record for Jamel's spring semester on January 20 with an award amount of $1,650. They receive an acknowledgement record indicating that a reduced disbursement amount was accepted. Both schools also receive an MRR at this time.

1. Why wasn't an MRR generated after Bay submitted its disbursement record?
   There was no potential overpayment nor concurrent enrollment situation at this point
2. What disbursement amount was accepted on the disbursement record submitted by Big State University on January 20th?
   $825
3. What record type flag was on the MRR sent to Bay Community College?
   PB
4. What record type flag was on the MRR sent to Big State University?
   PR

Unit 3 - Lesson 3

Scenario

Your boss has asked you to create disbursement records for the four accepted origination records that you received from the RFMS this morning.

Instructions

1. Enter a disbursement date of 09/15/2000 for all records that have been accepted at the RFMS. Give George Jones (SSN: 891-11-1111) a first disbursement of $737.50; give the remaining three students each a first disbursement of $1650.00. Use the most efficient way possible to create the records. Use the step-by-step instructions below, if necessary.
2. Answer the questions at the end of the exercise.

Step	Action
1	Select **Process/Multiple Entry/Pell** from the menu bar.
2	Select **Ready to Export** and click the box in the Value column.
3	Select **Disb Submit Date** and enter **09152000** as the value.
4	Select **Screen**.
5	Click **Selection Criteria**.
6	Click ellipsis button next to Query title.
7	Select **RFMS Status** and click **OK**.
8	Click **OK** again.
9	Select **A** under Field Value.
10	Click **OK**, then click **Close**.
11	Click **OK**.
12	Enter the correct amounts in the Disb Submit Amount column.
13	Click **Save**.
14	Click **Yes** to save, and click **Yes** again to confirm.
15	Review the edit report, and click **Close**.

Unit 3 - Lesson 3, cont.

1. Are all records ready to export for transmission to the RFMS?

   Yes

2. What other method might you have used to enter and save the disbursement records?

   Create each record manually

3. If George Jones' origination record had been sent to the RFMS, but an acknowledgement had not yet been received, would EDExpress have allowed you to enter and save a disbursement record for him?

   No

4. If you had entered and saved an origination record for George Jones', but had not exported it yet, would EDExpress allow you to enter and save a disbursement record for him?

   Yes

5. Assume today is 08/30/2000. Would EDExpress allow you to enter and save disbursement records with a disbursement date of 10/05/2000?

   No

Unit 3 - Lesson 4

Scenario

Your boss wants you to send the disbursement records you've created this morning. He also wants to know the sum of the disbursement amounts submitted.

Instructions

1. Export the disbursement records that you created this morning and print a batch activity list. Use the instructions below if necessary.
2. Answer the questions at the end of the exercise.

Step	Action
1	Click the export icon.
2	Click the Pell tab.
3	Select **Disbursement Data – RFMS**.
4	Click **OK**.
5	Note the name of the file that was created. Click **OK** to continue.
6	Click **OK**.
7	Click the print icon.
8	Click the Pell tab.
9	Select **List – Batch Activity**.
10	Click **Screen**.
11	Click **OK**.
12	Review the report. Click the Close button.

Unit 3 - Lesson 4, cont.

1. What was the name of the file that you created?

   PGDR01IN.DAT

2. How many disbursement records are in the file?

   4

3. Has the file been transmitted to the RFMS yet?

   No

4. What is the sum of the disbursement amounts submitted in the file?

   $5687.50

5. What was the date and time that the file was exported?

   Answers will vary. The date and the time that the file was exported is shown in the last ten characters of the Batch ID. The Batch ID is printed on the Batch Activity List.

Unit 3 - Lesson 5

Scenario

You receive a file of acknowledgement records from the RFMS. You need to import them into EDExpress. Plus, your boss has asked you for a listing of all disbursement records in the database that have a verification status of W for "without documentation."

Instructions

1. Import the acknowledgement records and print a list of disbursement records using the appropriate selection criterion. Use the instructions below if necessary.
2. Answer the questions at the end of the exercise.

Step	Action
1	Click the import icon.
2	Click the **Pell** tab.
3	Select **Disbursement Acknowledgement – RFMS**.
4	Click **File**.
5	Select **PGDA01OP.001**.
6	Click **Open**.
7	Click **Screen** then **OK**.
8	Review the Edit report and click the **Close** button.
9	Click the printer icon.
10	Click the **Pell** tab.
11	Select **Disbursement List**.
12	Click **Screen**.
13	Click **Selection Criteria**.
14	Click the ellipsis button.
15	Select **Verification Status Code** and click **OK**.
16	Click **OK** again.
17	Select **W** as the field value and click **OK**.
18	Click **Close**, then **OK**.
19	Click **OK** to continue.

Unit 3 - Lesson 5 , cont.

1. How many acknowledgment records did you import?

   4

2. Were any of the imported records rejected by RFMS?

   No

3. How many disbursement records on your database have a W verification code?

   0

Unit 3 - Lesson 6

Instructions

Complete the following true/false quiz to review what you have learned about special disbursement.

True or False

___T___ Schools who are not on either Reimbursement or Cash Monitoring funding methods can choose to use special disbursement records.

___T___ You can send a special disbursement record to the RFMS at the same time as an origination record.

___T___ Special disbursement records are batched and transmitted in a message class separate from regular disbursement records.

___F___ EDExpress allows you to enter a special disbursement record without first entering and saving an origination record.

Unit 5 Exercise

True or False

T The ESOA summarizes your institution's Pell disbursement authorization in comparison to the amount your institution has spent to date.

T Schools can use the Export function of EDExpress to create a data request file.

F RFMS stores the student's name and prints it on the MRR record.

F Transfer records are created manually and stored on the EDExpress database.

F A "blocked" institution can pay a student the full amount reported on the disbursement record.

Instructions

Answer the following questions.

1. List the two steps involved in reviewing the ESOA Report.
    1. ***Import the file.***
    2. ***Print the ESOA.***

2. RFMS uses the MRR to automatically notify institutions reporting for the same student in what two situations?
    1. ***Concurrent enrollment***
    2. ***Potential overpayment***

3. Can a request for MRR data be made manually?

    Yes

Unit 5 Exercise, cont.

4. The ESOA includes both ***summary*** and ***detail*** data.

5. What is the message class for Multiple Reporting Records?

   PGMR01OP

6. What are the three types of requests available in a Data Request that the school initiates?

   ESOA

   Year-to-date

   Multiple Reporting Record (MRR)

Unit 6 Exercise

Scenario

When you arrive at work you find an email from your boss asking you to:

- Import ISIRs just received from the network (you had been expecting to do this anyway since this is part of your daily routine)
- Expedite the processing of a new student - Brendan Barley - who has just recently submitted his FAFSA.
- Meet with her at the end of the day to answer several questions.

Instructions

Complete the activities listed below, and then answer your boss' questions.

1. Import ISIRs received from the CPS (use SARA01OP.001).
2. Import all ISIRs in App Express into the Pell module that have a Pell eligible EFC (from 0 through 3100).
3. Create an origination record for Brendan Barley. Change his enrollment start date to 1/12/2001 and provide an award for the full year of $2,250.
4. Create an export file.
5. Import the acknowledgement file (use PGOAO1OP.001).
6. Make an MRR request for Brendan Barley's disbursement records only.
7. Import the MRR (PGMR01OP.001).
8. Run reports to answer your boss' questions.

Unit 6 Exercise, cont.

Your Boss' Questions

How many ISIR records did you import into App Express?

50

How many records did you import into the Pell module?

39

Was Brendan Barley selected for verification?

No

Have any other schools reported making payments to Brendan? If so, which one(s)?

Yes, CC Technical Institute

Can you go ahead and disburse $1,125 to Brendan for the spring term?

Yes

How many students on your organization database have a C code on their ISIR?

0

What is the total amount of disbursements that RFMS has accepted so far?

$5687.50